



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**JETHIBA K. PATEL ARTS COLLEGE AND B. A. PATEL  
AND D. B. VYAS COMMERCE COLLEGE, CHANASMA**

**PATAN ROAD, RUPPUR-CHANASMA, DIST. PATAN (NORTH GUJARAT)  
384220**

<http://www.jkpatelacc.org>

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**May 2022**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

The town Chanasma is situated on the north Gujarat region of Gujarat state. Mehsana, Patan, Becharaji and Harij are the other cities in the vicinity. Barring some industrial zones, the major population of the town, representing almost all the communities depends on agriculture and its produce. 'Steel Safe and Store well Manufacturing' is the famous leading business of the town. Till 1988, the town had only few Educational Schools starting from Primary to Higher Secondary. The students had to go to nearby big cities or greater Educational houses elsewhere for further study. That remained the core cause for the dropout rate in Higher Education in this area. It also caused the 'Girls' Education' paralyzed and suffered.

The consequence was beyond expectation as it created underdeveloped situation in the field of Education in this area. So the learned and well settled Educationists, Industrialists and Social Workers of all walks of life came forward to explore the possibility to eradicate these drawbacks. The comprehensive development of Chanasma and its surrounding areas was the ultimate aim they dreamt of. The Vision at their heart was realized in the form of the 'Trust' in the year 1983, revived again with specific goals and objectives. The 'Nima Memorial' Gram Vikas Trust Ruppur-Chanasma was thus activated again to provide Higher Education in Multidiscipline; covering Arts, Commerce and Technical branches.

Though it's in rural area and seems like an extended form of School Education, our Institution is spread in the large campus and has striven hard to put itself in the zenith of excellent performance in the fields of Academic Programs, co-curricular Activities, Socio-cultural Functions, Community Orientations, Extension Activities and Sports. The Institution provides ample opportunities and facilities for Students' comprehensive consciousness and personality development. The Institution has positively adopted novel academic experiments in the field of Higher Education.

NAAC has reaccredited the Institution in Cycle 2 by **B Grade ( 2.41 CGPA) on Date: March 03, 2015**. Since the previous reaccreditation, IQAC has paid special attention to the recommendations of the peer team to do the self-analysis and has fervently taken a numbers of measures towards quality improvement and innovations. Ever since its establishment, the Institution is benefitted with foresighted Managing Authorities and enthusiastic Principals. The Institution has spent more than 30 years of its esteemed existence fulfilling its Vision and Mission quite appropriately and has fortified capably a number of youths with Higher Education.

### Vision

- Rural Upliftment through Higher Education
- National Character Building
- Youth Empowerment
- Awareness of Global Trends
- Comprehensive development of Students

## Mission

- Co-curricular Socio- Economic Development
  - Series of lectures by learned Experts, Coherent Activities
  - Active Participation in Education, Apt Training, Various Amenities
  - Extension Activities
  - Cognition of Contemporary Social, Economical, Political, Educational, and Spiritual Global Trends
- Scientific

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- The College received 2 star with a CGPA of 1.5 out of 5 in category of colleges by GSIRF,KCG in 2019
- The College received 2 star with a CGPA of 1.5 out of 5 in category of colleges by GSIRF,KCG in 2021
- One of the oldest institutions in a rural area having Good Will in Higher Education
- Proactive and Visionary Management
- Experienced, Enthusiastic and Highly qualified Staff
- Students Strength on Ascending Order
- Quality Education at Affordable Cost
- Value Based Education
- Emphasis on Holistic/Comprehensive Development of Students
- Comfortable Modern Infrastructure and ICT Facilities
- E-Governance and Automation in Administration and Examination Procedure
- Wi-Fi covered Institutional building portion
- Necessary Internet Facility
- Enriched ICT enabled Computerized Library as a Knowledge Hub
- Community orientation and development
- Eco-Friendly and Gender-Friendly Green-Clean Campus
- Optimum Utilization of Institutional Resources
- Proactive and Sighted IQAC
- Discipline Maintenance
- Staff-Students Safety as a Prime Concerns
- Religion-Creed-Caste-Gender Free Independent Institution
- Collaborations, Linkages and MOUs with Educational Institutions and Industries
- Excellent Student Support System
- Active Utilization of Scholarships and Grants Offered by UGC, the Central and State Governments
- Reciprocal Support From The Local Community
- Gender Equity/ Gender Sensitization Programs
- Commitment to Social Justice and Value Based Education

- Excellent Alumni Involvement and Support
- Prepared a number of brilliant students-ideal citizens
- Research thrust through Minor/Major Research Projects, Seminars and Workshops
- Involvement of the faculty of the Institution in framing/restructuring of syllabi as Chairman of Board of Studies, Member of Board of studies, Academic Council of University Senate and Syndicate
- Reasonable Teacher-Student and Student-Computer ratio
- Transparent and Efficient Administration
- Excellent Sports Infrastructure with Gymnasium
- Feedback Analysis System
- Classrooms and building under CCTV surveillance

### **Institutional Weakness**

- Highly Dependent on Rural Environment
- Shortage of Teaching and Non-teaching Staff Due to Government Policies
- Limited conveyance facilities for the interior villages causes irregularity and restrict students for using college resources after regular working hours
- Lack of Encouragement from Uneducated and Poor Parents to their Children for Higher Education
- Lack of Positive Attitude Towards English Language and Usage of Technology Among Students
- Limitation of Freedom in Developing and Implementing Independent Academic Curriculum.
- Lack of adequate MOUs with leading Institutions/ Industries
- Student and Faculty Exchange Programs-still at Initial Stage
- Lack of Multipurpose Indoor Sports Complex for sports, drama and cultural fests
- Consultancy expertise of the faculty in depth-still remains unearthed
- A limited number of specialized courses

### **Institutional Opportunity**

- Introduction of New P G Programs
- Online Examination at the initial stage
- Promotion for Research Enhancement for Teachers
- Scope for More Productive Engagement with Alumni
- Potentials for Launching More Job Oriented Vocational/Professional Programs
- Organizing Placement Fairs and Creating More Job Opportunities
- Enhancement in Skill Development Programs/Workshops
- Scope of coaching Students for Various Competitive Exams and Skill Oriented Jobs
- Increasing Number of MOUs/Linkages With National, International Institutions and leading Industries
- Scope to Increase Faculty and Student Exchange Programs
- Increase the Facility for Regularity of Students
- More Inclination towards Renovation/Up-gradation of College Physical Infrastructural Facilities
- Increase the Active Involvement of Staff and Students in Extension Activities

### **Institutional Challenge**

- Maintenance of Quality of Education with a shortage of Staff

- Maintenance of Home Science laboratories in Non-availability of support staff
- Finding Time Slots to Introduce Innovative Short Term Courses
- Preparing the Students for National and Global Competitions
- Inculcate Positive Attitude towards English and ICT among Staff and Students
- Agrarian Background Causes less Orientation towards Higher Education Among Students
- Delay in Sanctioning of Administrative Posts by Higher Authority
- Limited Readiness of Institutions and Companies to Recruit Rural Students
- The changes in the social fabric (nuclear families), career concerns, parental pressures, peer pressure, stress-related issues etc., adversely affect the mental health of students which cause their performance levels.
- Excessive Administrative/Academic Work for Teachers, with the Introduction of New Semester System- Reduced the Qualitative Use of Time with the Students.
- The full potential of Alumni are yet not realized
- To ensure better job opportunities and placement

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

All the programs conducted in the college are well planned to achieve the aim. The academic calendar of the Institution is issued before the beginning of the academic year. For under graduate students, the college offers four programs for Arts' discipline and one program for Commerce discipline. For post-graduate level the students of Arts can select 06 programs, while the students of Commerce can select 02 programs. The students are given various options to select their subjects keeping in view the provided subject-groups in the application form. The Institution has a university affiliated structure where syllabi of all the subjects are provided by our Hemchandracharya North Gujarat University, Patan. Hence autonomy for curricula construction, being a limitation, has not any scope. But we feel pleasure and privilege that majority of our teachers who are the members of University's Board of Studies in their respective subjects, do contribute indirectly in the framing of curricula. The teachers of our Institution always keep themselves well aware of the latest trends of their subjects and do help the students learn their topics in further depth.

Various activities conducted in the college like General Knowledge Tests, Literary Quiz, Essay Competitions, Other curricular and extra-curricular activities, activities of NSS and SCOPE-DELL, Cultural activities, Alumni Association, Parent – Teachers Association and other such associations aim at developing the talents of the students and thus contribute in the shaping and moulding of their personality. These consequently, lead them to become responsible and ideal citizens.

### Salient Features

- Some of our faculties are in BOS/Academic Council/Syndicate to remodel the curriculum in various disciplines.
- The College has an effective mechanism to implement the curriculum designed by the affiliating University. To complement the curriculum and keep in touch with the current trends, efforts are made by individual departments through Seminars, Workshops, Guest Lectures and Term Papers. When needed Remedial Courses are provided to the weak students.

### Curriculum Delivery

- Academic calendar, master time table and monitoring committees for effective curriculum delivery .
- Continuous evaluation through class tests, seminars, assignments and projects
- The college offers 8 (5 UG and 3 PG) programs. Choice Based Credit System (CBCS) and semester system have been implemented in all programs. In UG and PG Programs, professional ethics, communicative skills in different languages are taught in the Institution along with promotion of self-learning group studies, vocational training, transferable life skills, add-on courses/programs, educational tours and fieldwork which occupy a significant place under general studies.
- Experimental Learning, Problem Solving, Practical and Communicative Skills, Computer Knowledge, General Awareness and Women Issues also receive emphasis in dealing with the Curricular Aspects.
- **Value Based Education**
  - Ethics- Value - based curriculum
  - Extension promoting extracurricular and social outreach activities
  - Drama, Film and Youth festivals, NCC, NSS and Cultural Activities for the holistic development of students.

## Teaching-learning and Evaluation

### Salient Features:

- Lecture Series is arranged every year by the college in which eminent experts of various subjects are invited for providing guidance and enrichment for students' knowledge.
- Free training in Computer is also arranged for the staff.
- For teachers' enrichment workshops, seminars, experts' lectures are organized. Moreover, teachers are also motivated to participate in various symposiums, conferences and seminars in their respective subject.
- The College follows the pattern of examination as determined by the University. In the semester system, the college conducts two internal exams carrying the weightage of 30 % which is followed by the annual exam carrying the weightage of 70 %. The overall evaluation of the students' performance is based on the performance in the written examination. However, the students' knowledge and skills and abilities are assessed by holding periodical class-tests, group discussions and various interactive sessions. Moreover, the students' evaluation is also made through their participation and involvement in various curricular and extracurricular activities.
- As the college has a very committed and experienced team of teachers, the teaching schedule is observed satisfactorily. Special care is taken to complete 100% course before the beginning of the final examination.
- The teachers are appointed as per the UGC and State Government Policy. The Management recruits paid teachers for different subjects wherever the posts are not filled by the Government.
- The teachers are equipped with Laptops and many of our teachers have started teaching making use of multi-media and power point presentation in order to make the teaching – learning process more interesting and interactive.
- The teachers are motivated to present papers in seminars and conferences. They are also motivated to publish their articles in various research journals. Many of our teachers have actively contributed in the areas of research.

### **Catering Student Diversity**

- The institution has a systematic mechanism to assess the learning level of the students.
- Student-centric and collaborative learning strategies are employed
- Organizing scholar program, expert lectures and other activities for advanced learners

### **Teaching-Learning Process**

- Use of Student Centric Methods such as experiential learning, participative learning and problem solving methodologies are used through various curricular and co-curricular activities.
- The usage of ICT tools for effective teaching.
- Study materials, question papers, assignments, video lectures are made available through blog Facility, College Website and Android App
- Mentor support is provided
- Arrangements of Seminars or Invited talks by experts

### **Teacher Profile and Quality**

- Out of the average 70% of teachers are with PhD degree and having average teaching experience of 26 years.
- Some of the Fulltime teachers have received considerable awards/recognition during the last five years.

### **Evaluation Process and Reforms**

- Continuous Internal Evaluation and End Semester Evaluation adopted as per University Guideline following the academic calendar.
- Exam related grievances mechanism is transparent, time-bound and efficient

### **Student Performance and Learning Outcomes:**

- Generally the results of college internal evaluation exams are usually higher than university results
- IQAC is largely involved in maintaining a harmonious academic environment.

### **Research, Innovations and Extension**

The Institution has no facility for research work directly, as it is confined to only UG and PG teaching. But many of the teachers have started their research work recently. The teachers presently pursuing their doctoral degrees are also encouraged and provided with as much assistant as possible by the institution. The teachers and students will have to be motivated and encouraged for research work in their respective subjects providing learned and competent research guides. The Institution does not avail any kind of external consultancy services. The Institution campus throbs with various extension activities. Besides, NSS and other extension activities

have been given wide space.

At present, the Institution has 12 State University recognized Ph.D. teachers, and 5 faculty members have successfully cleared NET/SLET exam. The teachers presently pursuing their doctoral degrees are also encouraged and provided with necessary assistance and moral support. The Institution primarily deals with under graduation and post-graduation classes. The teachers of our Institution are also very active in participating and presenting papers in various State, National and International level conferences and seminars.

### **Various Activities of the NSS Camp**

- Gram Safai; cleaning the village for health and hygiene awareness.
- Prabhat feris; going round the village in the morning singing holy songs/prayers.
- Rallies for public awareness for the issues like environment protection, gender equalization, anti-addiction.
- HIV, AIDS awareness programs through debates, rallies etc.
- Frequent free medical check- up for people and their cattle.
- Cultural programs organized during night time with special reformatory messages against superstition, addiction, illiteracy and social evils like custom of dowry system etc.
- Lectures by experts on useful matters like farming, cattle care, etc. for the village people.
- For involvement of the people in these programs, social, political and religious leaders along with local school teachers' contributions are invited.

### **Research and Innovations**

- Our institution gives prime importance to research, innovation and extension activities along with Teaching-Learning process. The institution has created a healthy environment for research and innovation and facilitates teachers with all types of research conducive atmosphere.
- One teacher is recognized Research Guides of the affiliating University. Various scholars have been awarded PhD under his guide ship.

### **Extension Activities**

- The institution gives importance to the holistic development of students, engaging them in extracurricular and extension activities, through NSS, NCC and Cultural Activities
- National level participation in NCC and NSS activities and collaboration with government agencies.

Many activities under collaboration and linkages with educational institutions and other agencies.

### **Infrastructure and Learning Resources**

One of the most remarkable aspects of our Institution is its rich infrastructure, including the spacious campus and ample learning resources. The Institution has well planned small garden in front of the main building. The class rooms are airy and quite big. The library is rich and copious in terms multi-disciplinary books. The Institution subscribes to all the important journals, magazines and leading daily's for enrichment of students' and teachers' knowledge. The library has reading section where the students are provided every possible facility on demand. The Institution has a rich library enriched with sufficient number of qualitative books. The Institution subscribes to almost all the important journals and magazines for the enhancement and widening the



horizons of knowledge for students, teachers and research scholars. The Institution Library uses INFLIBNET services for further access. The Library has the INFLIBNET and SOUL facilities. Many CDs/DVDs on various study topics are available in the Library.

The Management always cooperate us to add necessary infrastructure and learning resources which covers... a) sports facilities with various grounds b) the well-furnished computer center and c) The well-equipped Home Science laboratory.

The Institution has a rich library enriched with sufficient number of qualitative books. The Library has the INFLIBNET and SOUL facilities. Many CDs/DVDs on various study topics are available in the Library.

The Institution has adequately large playground for practicing games and sports. With the efforts of the students the Institution has become successful in developing a small garden in the Institution and plant some trees surrounding it.

### **Infrastructural Facilities**

- The Institution is well equipped with Physical and IT infrastructure.
- A fully atomized Administrative Office, a Well-equipped staff rooms, a well-equipped seminar hall, Digital Education and Learning Laboratory (DELL), Central Computer Lab and Well equipped Home Science Lab.
- Xerox and reprography facility.
- ICT enabled specimen classrooms, NAMO Wi-Fi Campus-yet to plan
- Dynamic Website, Facebook Page, Library as well as faculty blogs.
- Indoor Gymnasium, Indoor Sports Facility, Sports Office
- The Institution has adequate number of washrooms, NCC office, NSS office, Girls' rooms, Seminar Hall and Mineral Water Facility.
- The entire building is under CCTV surveillance.

### **Library as a Learning Resource**

- The library has automated, using integrated library management software SOUL 2.0.
- The Institution is a member of INFLIBNET N-List consortia for many years and through which provides access to thousands of e-resources.
- A wide repository of books, journals, CDs/DVDs, educational videos, films, newspapers, rare books, e-resources, etc.
- Availability of issue slip, barcode printer and barcode reader, systems for internet browsing and National journals on most of the subjects taught in the Institution
- Regular activities like book exhibitions, GK Conner, Wall Paper display
- The Institution provides old question paper sets of University as well as Institutional examination
- Dissemination of new arrivals
- There is a well-organized mechanism for Maintenance of Campus Infrastructure.

### **Student Support and Progression**

The Institution takes utmost care in developing inter-personal and professional skills among the students by arranging various elocution competitions, debate competitions, essay writing competitions, quiz competitions,

conducting general knowledge tests, developing English language proficiency through making them to take SCOPE exam. The Institution also encourages bringing forth the inner talents and potentialities of the students by arranging various cultural, extra-curricular and co-curricular programs along with sports and athletic events at various intervals. These initiatives extend opportunities to develop their potentialities and talents in various areas inculcating cultural values to nurture and shape their personality with confidence. The Institution has career guidance cell (Placement Cell) which works under the name of 'UDISHA CLUB'. The Institution also functions Students' Grievance Redressal Cell to settle grievances of the students at various levels. Apart from these, the Institution has constituted Women's Cell and Anti-ragging cell in the Institution to ensure safety, security and peaceful atmosphere for female as well as weak students of the Institution.

So far academic results are concerned; the Institution feels pride to state that the students of our Institution have excelled in their studies by passing their exam with good results. Moreover, the Institution also ensures its best to contribute a lot in shaping and expanding students' overall personality by providing those opportunities to explore and expose themselves through various activities.

### **Student Support:**

The Institution offers an ideal environment for students, to excel in academics and to imbibe cultural, moral and social values. Strong student-support mechanisms are developed to strengthen the curricular and extracurricular capabilities of students.

- Average 61.75% of SC, ST, OBC, EBC and PH students benefited by scholarships and free ships provided by the Government
- Capability enhancement and development schemes:
  - Guidance and Materials provision for competitive examinations
  - Career counseling-Career Guidance Centre UDISHA CELL
  - Soft skill development training-Computer Lab
  - Communication Skill enhancement by DELL
  - Yoga and meditation-Frequent guidance
  - Personal Counseling-Mentoring System
- Considerable students benefited by guidance for competitive examinations and career counseling offered by the institution during the last five years
- The institution has a transparent mechanism for timely redressal of student grievances which include sexual harassment and ragging cases. The Grievance Redressal Cell, Anti-ragging Committee, Discipline Committee and Women Development Cell are active for this purpose.

### **Student Participation and Activities:**

- The Institution has a policy for the dynamic participation of the students in various academic and administrative committees for creating leadership roles, organizing events' teamwork and executive skills.
- Every year, the NSS of the Institution announces Best Boy - Best Girl social volunteers based on their overall performances
- The Institution organizes various Sports and Cultural activities. The Institution has excellent track records in Sports competitions. Every year, fair numbers of students secure prizes for Arts and Sports at University and State level competitions.

- Physical Education Department, Cultural Activity Committee, NSS, NCC etc. extend the support in co-curricular activities.

## **Governance, Leadership and Management**

The Institutional Management offers enough autonomy to the Principal and positively supports the Institutional administration to the best extent manner. There is frequent communication and even formal and informal discussion between the Principal, the Management and the Staff. This enables the Management to review and monitor the activities continuously. Decentralization of authority and participative management has helped us to run the institution effectively in line with our Mission and Vision. Internal coordination is at its best through formal discussions and frequent departmental meetings and staff meetings.

The Institution receives U.G.C. Grants for conducting various activities. Definite work has been delegated to various committees headed by Professor in charge to ensure smooth functioning. The Examination Committee, Library Committee, Women's Cell, IQAC, Grievance Redressal Cell, Cultural Committee etc. are some of the important committees. The Management plays prominent role in formation and implementation of quality process and action plans.

- The institution has its mission, vision, quality policy and a successful strategic plan. The decision making procedures are made at appropriate levels in the organizational hierarchy via an optimum, participative and decentralized process in a democratic way. One nice saying is quite apt for us: "Coming together is a beginning, Keeping together is a Progress and Working together is a Success". Therefore, it is all about Teamwork to obtain success. Our Management strongly believes that "Good governance is to govern the least". By the good governance, sighted leadership and well-organized management, the institute has achieved Good Grade in NAAC. This status is a pride for us as our institute is situated in a rural area.
- Keeping in mind the Vision- Mission and Goals-Objectives of our institution, the IQAC designed the quality policy and plans of the institute carefully. IQAC Consists of Management, Principal, faculty members, student, Alumni and educationalists. To implement the plans and policies of the institute, the Principal constitutes various committees. To groom leadership at the student level, the students' representatives are also encouraged and nominated to handle the co-curricular and extracurricular activities. It plays a pivotal role in ensuring the quality of the teaching-learning, assessment and evaluation, research and planning and organizes various other activities along with Feedback with the Committee. The Institution helps the staff in evaluating themselves by providing encouragement, suggestions and appreciation.
- When it is needed, the Institution organizes professional development /administrative training programs for teaching and nonteaching staff. A very good Staff Credit Society is there which is of great help to our employees.
- The fees are charged as per Government rules. The institutions do not accept any donation from the student. Thus through these means and measures, the institution strives to attain its goals and objectives for the betterment of its student and stakeholders.

## **Institutional Values and Best Practices**

Ours is one of the well-developed institutions of Higher Education in the town which has initiated and maintained many healthy practices. Right from the beginning, the Institution aimed at creating community

development orientation, service to humanity and all-round personality development of the students. The various social and humanitarian services of conducted by the Institution play a very significant role here apart from NSS and NCC activities. Apart from the intellectual subject oriented lectures of experts, the Institution arranges various spiritual lectures of eminent spiritual leaders to imbibe our students with spiritual values strength and courage.

The teachers as well as the non-teaching staff have an eye on the students and the problems of the students are looked after positively. There is a Grievance Redressal cell for students and staff. For students, there is a suggestion/ complaint box too. Students can make oral suggestions also. Most of the grievances are amicably settled. Most of the activities of the Institution are student centric. Enough attention is given to the curriculum enrichment and faculty improvement.

### **Institutional Values:**

A value-oriented framework has been evolved to guide faculty and staff in their actions abiding the law, ethics, integrity, student service and quality in lieu with the Vision, Mission, Strategy and Quality policy which has prime focus on the following criteria:

- Perform all operations within the prescribed legal framework, norms and standards;
- Foster a learning environment that promotes responsible, principled and accountable behavior
- Commit to academic, financial and administrative practices that are transparent, honest and objective oriented
- Respond to inquiries, requests, and concerns in an appropriate and timely manner;
- Endeavour persistently to enhance the quality maintenance through technology level.

### **Social Responsibility:**

- To organize gender equity programs, to create events to promote environmental awareness, human values and national integration
- Energy conservation, Plastic-free campus, Minimize paper usage, Green Audit, Clean and Green Campus
- Solid waste segregation and disposal of recyclable and e-waste done systematically
- Functional Rainwater harvesting system
- Facilities for Divyang students

### **Best Practices:**

- Inclusive practices of the institution to impart holistic education are inherent in the system. Students belong to every social class, community and linguistic groups. They are trained to be men and women of competence, commitment, compassion and conscience. Equity and access in availability, special attention to the weaker sections and representation of women in all aspects ensure the promotion of social justice. Social work and outreach activities, assistance to disaster victims, an adaptation of village for rehabilitation work and educational assistance, blood donation camp etc. inculcate value based social responsibility and good citizenship amongst the student community.

### **Two Best Practices are:**

- Comprehensive Development Programs

- Women Empowerment Program

**Institutional Distinctiveness:**

The institution continues to strive for the upliftment of the society by spreading and disseminating knowledge power. The institution is making maximum use of modern technology in the field of education and administration. The institution's propagation of knowledge of science and technology propaganda and its maximum usage distinguishes it from other Educational Institutions.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	Jethiba K. Patel Arts College and B. A. Patel and D. B. Vyas Commerce College, Chanasma
Address	Patan Road, Ruppur-Chanasma, Dist. Patan (North Gujarat)
City	Chanasma
State	Gujarat
Pin	384220
Website	<a href="http://www.jkpatelacc.org">http://www.jkpatelacc.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Rohitkumar N. Desai	02734-222323	9426948801	02734-222323	chnscoll@gmail.com
IQAC / CIQA coordinator	Krashnakumar S. Dave	02734-222377	9426501264	-	krashnakumardave@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details
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Date of establishment of the college	15-06-1989			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Gujarat	Hemchandracharya North Gujarat University		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC	31-03-2004		<a href="#">View Document</a>	
12B of UGC	31-03-2004		<a href="#">View Document</a>	
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes <a href="#">autonomydoc_1651042205.pdf</a>
If yes, has the College applied for availing the autonomous status?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	GUJARAT STATE INSTITUTIONAL RANKING FRAMEWORK GOVERNMENT OF GUJARAT
Date of recognition	22-06-2020

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Patan Road, Ruppur-Chanasma, Dist. Patan (North Gujarat)	Rural	34	7822

## 2.2 ACADEMIC INFORMATION



<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Economics	36	Higher Secondary Certificate Examination	Gujarati	180	165
UG	BA,Sanskrit	36	Higher Secondary Certificate Examination	Gujarati	180	71
UG	BA,Gujarati	36	Higher Secondary Certificate Examination	Gujarati	180	172
UG	BA,Home Science	36	Higher Secondary Certificate Examination	Gujarati	130	14
UG	BCom,Commerce Accountancy	36	Higher Secondary Certificate Examination	Gujarati	130	42
PG	MA,Economics	24	Bachelor Degree	Gujarati	80	53
PG	MA,Gujarati	24	Bachelor Degree	Gujarati	160	88
PG	MCom,Commerce Accountancy	24	Bachelor Degree	Gujarati	160	82

**Position Details of Faculty & Staff in the College**

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				13				6			
Recruited	0	0	0	0	10	3	0	13	3	2	0	5
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				16
Recruited	5	2	0	7
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	7	0	0	7
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	6	2	0	2	2	0	12
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	5	1	0	0	0	0	6
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	2	0	0	2

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	727	0	0	0	727
	Female	445	0	0	0	445
	Others	0	0	0	0	0
PG	Male	230	0	0	0	230
	Female	232	0	0	0	232
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	130	128	116	91
	Female	122	111	84	73
	Others	0	0	0	0
ST	Male	6	4	4	2
	Female	3	4	3	2
	Others	0	0	0	0
OBC	Male	478	394	318	270
	Female	299	252	191	150
	Others	0	0	0	0
General	Male	152	126	122	117
	Female	175	147	140	158
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1365	1166	978	863

1. Multidisciplinary/interdisciplinary:	<p>Our Institution is affiliated to Hemchandracharya North Gujarat University, Patan. As it is not autonomous, it follows the rules and regulations laid down by concerned university;s statutes as well as its Handbook. The H.N.G. University updates its rules and regulation from time to time under the guidance of UGC, to be in tune with latest Socio-economics and Academic trends world wide. The H.N.G. University, Patan keeps our institute convergent with latest trends of the world through updating with academic syllabi/ curricula and as well as various practices. Since the inception of CBCS (2011-12) The H.N.G. University has made available copious Multidisciplinary/interdisciplinary programmes for our students through versatile courses.</p>
2. Academic bank of credits (ABC):	<p>Our Institution is affiliated to Hemchandracharya North Gujarat University, Patan. As it is not autonomous, it follows the rules and regulations laid down by concerned university;s statutes as well as its Handbook. The H.N.G. University updates its rules and regulation from time to time under the guidance of UGC, to be in tune with latest Socio-economics and Academic trends world wide. The H.N.G. University, Patan keeps our institute convergent with latest trends of the world through updating with academic syllabi/ curricula and as well as various practices. Academic bank of credits (ABC) an innovative welcome introduction is a part of NEP emphasized UGC for HEI is the positive step for radical change in the mode of educational system. Our Institute eager and prepared enough to welcome and implement it through instructions of our affiliating university with it organizational structure.</p>
3. Skill development:	<p>Our Institution is affiliated to Hemchandracharya North Gujarat University, Patan. As it is not autonomous, it follows the rules and regulations laid down by concerned university;s statutes as well as its Handbook. The H.N.G. University updates its rules and regulation from time to time under the guidance of UGC, to be in tune with latest Socio-economics and Academic trends world wide. The H.N.G. University, Patan keeps our institute convergent with latest trends of the world through updating with academic syllabi/ curricula and as well as various practices. Acquisition of various skills development is another acceptable step any institute will feel elated</p>

	to be implemented. Its a key to bestow vocational/professional education which is today's marketing needs. our institute eager enough to saw its preparedness to implements skills development following the guideline of our affiliating university.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Our Institution is affiliated to Hemchandracharya North Gujarat University, Patan. As it is not autonomous, it follows the rules and regulations laid down by concerned university;s statutes as well as its Handbook. The H.N.G. University updates its rules and regulation from time to time under the guidance of UGC, to be in tune with latest Socio-economics and Academic trends world wide. The H.N.G. University, Patan keeps our institute convergent with latest trends of the world through updating with academic syllabi/ curricula and as well as various practices. Our Institute is like to coordinate Appropriate integration of Indian Knowledge system through various online courses following the curricula laid down by our affiliating university.
5. Focus on Outcome based education (OBE):	Our Institution is affiliated to Hemchandracharya North Gujarat University, Patan. As it is not autonomous, it follows the rules and regulations laid down by concerned university;s statutes as well as its Handbook. The H.N.G. University updates its rules and regulation from time to time under the guidance of UGC, to be in tune with latest Socio-economics and Academic trends world wide. The H.N.G. University, Patan keeps our institute convergent with latest trends of the world through updating with academic syllabi/ curricula and as well as various practices. Our institute would like to follow Focus on Outcome based education (OBE) observing the rules and regulations of our affiliating university.
6. Distance education/online education:	Our Institution is affiliated to Hemchandracharya North Gujarat University, Patan. As it is not autonomous, it follows the rules and regulations laid down by concerned university;s statutes as well as its Handbook. The H.N.G. University updates its rules and regulation from time to time under the guidance of UGC, to be in tune with latest Socio- economics and Academic trends world wide. The H.N.G. University, Patan keeps our institute convergent with latest trends of the world through updating with academic syllabi/ curricula and as well as various practices. So far as Distance education/online

education, our institute will remain in tune with our affiliating university.

NAAC



## Extended Profile

### 1 Program

#### 1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
257	222	222	222	222
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
08	08	08	08	08

### 2 Students

#### 2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1447	1166	979	862	1056
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
582	582	540	521	521

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3

### Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
396	391	343	339	465
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
17	16	16	17	16
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
18	18	17	18	17
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 14**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
83.63	78.71	67.29	60.81	57.63

**4.3**

**Number of Computers**

**Response: 36**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

**1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

**Response:** Our Institute is affiliated to the Hemchandracharya North Gujarat University, Patan and implements the University designed curriculum.

**Academic Calendar:** The Principal, the IQAC and all the HODs prepare the Academic Calendar for the Institute in accordance with the University Academic Calendar. The University prepares an academic calendar that specifies the duration of the semesters, the date of commencement and the end of semesters. The Institution strictly follows the academic calendar. The schedule of various academic activities of the Institution, Continuous Assessment Process along with Internal and University examination gets specified in it. Choice Based Credit System (CBCS), Elective course system and Semester System have been implemented in all UG and PG courses offered by the Institution. In the Prospectus of the Institution and in the Welcome Ceremony of new entrants in the beginning of the semester, all the necessary information related to the Institution is provided.

**Teaching Plan:** In the beginning of the year, Academic Calendar of Institution and the Time Tables for various programs of both the disciplines Arts and Commerce are prepared. The Academic Calendar of Institution and Time Tables are displayed on the Institution's Notice board and Website. In the departmental meetings of the HODs with the teachers, the copies of the department and individual time-tables are distributed to the related faculties. The faculties prepare their teaching plan and follow it religiously. Each department conducts continuous assessment which includes unit tests, assignments, presentation, quiz, MCQs etc. The lectures are usually based on curriculum. In tune with the changes and modifications of the syllabi made by the university, the Institution makes active efforts to get the required number of books and research journals in the Central Library. To make learning easy, the Institution provides study materials, old question papers, video lectures and subjective online quiz with use of ICT and Institutional Android App. Occasionally; each department invites and arranges guest lectures of experts.

**ICT Based Educational Tools:** The Curriculum is delivered effectively through ICT based educational tools, such as OHP, and LCD Projectors. Apart from Faculty, learned Speakers are invited to enrich the knowledge of our students. Online tests through Google forms are arranged. The use of Institutional app, Institutional facts displayed on Facebook, Library/faculty blogs, CDs, DVDs, Cassettes, Wi-Fi connection, Internet access, N-List are always available for students development. Nearly all the teachers in the staff use ICT for effective curriculum delivery of teaching in the class.

**Feedbacks:** The Institution takes feedback on Institution activities and its functioning from the students, and in case of need from Parents and Alumni in manual format. Their suggestions are analyzed, taken into consideration to work on them. The students and teachers review the syllabus through feedback. These feedbacks are analyzed and discussed with the staff too. The feedback and suggestions received regarding

syllabi are communicated to university for modifications through our teachers who are members of various university bodies like EC, AC and BOS.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

1. Our Institution is affiliated to Hemchandracharya North Gujarat University, Patan and every year the University prepares the academic calendar.
2. The Institution prepares its academic calendar in accordance with University Academic Calendar at the beginning of the academic year. The academic activities and schedule of examinations is generally worked out according to the academic calendar provided by the University. The objective behind the preparation of academic calendar is that there should be maximum working days to complete the syllabus and CIE (Continuous Internal Evaluation).
1. The Institution uploads academic calendar on Institution website. Further, it is displayed on the Institution notice board to enable the students to know well-in advance, the way programmes are going to be conducted.
2. During the Welcome and Orientation of new students, they are informed about the academic calendar of the Institution and the CIE.
3. The Principal conducts meeting with the HoDs and Staff regarding smooth implementation of the academic calendar.
4. The HODs also conduct departmental meetings and intimate their colleagues about the conduct of CIE (Continuous Internal Evaluation). Out of the 30 internal marks of each course, 20 marks are given based on the unit tests and 10 marks are given based on assignments, MCQS, seminars, attendance, workshops, book review, projects, and Viva voce etc.
5. The time of Internal Evaluation (20 Marks) is mentioned clearly in the academic calendar. Department decides the schedule of continuous assessment (10 Marks). All the faculty members follow the academic calendar to complete their CIE task.
6. Assignments are given well in advance and the departments ensure their submission as per schedule. In every semester assignments are given and evaluated continuously. The continuous internal evaluation helps the students much for their preparation of final semester end examination.
7. Internal marks are displayed on the notice boards as well as Institution website to ensure transparency and correctness before they are forwarded to the university.
8. All the matters relating to assignments, HODs are given priorities to discuss unit tests, marks and performance in the departments' meeting.
9. The Heads of the Department through various faculties monitor attendance and progress of the student every year.
10. The Institution follows University Academic Calendar for major activities during the year.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**Response:** 100

**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.**

**Response:** 08

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years****Response: 2****1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	0	0	0

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years****Response: 0.62****1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
45	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3 Curriculum Enrichment****1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum**

**Response:**

The Institution affiliated to Hemchandracharya North Gujarat University, Patan follows the University designed curriculum which has core emphases on the basis of gender, Environment and sustainability, human values and professional ethics. The major courses having ethical values will be a part of value education leading towards sensitizing the students on the value of life and preparing them well equipped for future challenges. Thus, the Institution integrates the cross cutting issues like, Gender Sensitization, Environment and Sustainability, Human Values and Professional Ethics in the curriculum for the holistic development of the students in fields of life. They enable the students to develop interdisciplinary thinking and collaborative learning. **Gender** Gender equality is an important human right. Our constitution has given equal rights to man and woman apart from their gender. Following generic courses regarding Gender Equality are introduced in our curriculum for the awareness of our students.

-Human Rights      -Indian Constitution      The Home Science department of our Institution is a throbbing center for activities of women which mainly carries out the activities keeping in view the female students. Training of Cooking, Sewing, Embroidery Work, Mahendi Art, Self-defense etc. are cultivated to the girl students. Along with Anti-ragging Cell and Grievance Redressal Cell for all, the Institution has Anti Sexual Harassment Cell for the safety of girls' students. Girls are also given ample space in activities like sports, NCC, NSS, Cultural programs etc.

**Environment and Sustainability** :The Management of the Institution along with Principal and Staff members always takes care of issues regarding environment sustainability. The efforts of Institution to sustain environment can be witnessed in the form of a lot of greenery in the campus. The institute has developed an underground tank for rain-water harvesting as well. A tree-plantation programme is a routine activity every year by NSS and NCC units of the Institute. Volunteers of NSS unit exhibit a noticeable commitment during their one week camp in any neighboring village by their cleanliness drive, No Plastic Move, No addiction move etc.

The Environmental studies are quite important nowadays. The need for sustainable development is powerful key to the future of mankind. Following generic courses regarding Environment and Sustainability are introduced in our curriculum to educate our students.

-Environmental Science      -Environments Studies      -Disaster Management      -Indian Geography

**Human Values and Professional Ethics** : Prayer is a food for soul and the base of humanity. Everybody in the Institution worships through the Universal prayer played on speakers daily before study time. We believe in the line "Service to Mankind is Service to God". Blood donation, one of the greatest services to mankind, is a regular programme of the Institution. A number of programmes on the Birth Anniversary or Death Anniversary of dignitaries, Celebrations of Teachers' Day and Guru Purnima are organized on regular bases. The Faculties with their regular teaching and committed approach teach the students to be moral and ethical in their respective profession. In the CBSC pattern, Univhe faersity has introduced various Skill Enhancement courses as compulsory generic subjects. Following Professional Ethics and Human value added courses are offered to the students of our Institution. -Personality Development -Indian History -General Knowledge I & II -Fundamental of Entrepreneurship I & II -Cultural Heritage of Gujarat



File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 6.03

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	14	14	13	13

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 77.33

#### 1.3.3.1 Number of students undertaking project work/field work / internships

**Response:** 1119

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni**

**Response:** C. Any 2 of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback process of the Institution may be classified as follows: Options:**

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

**Response:** B. Feedback collected, analysed and action has been taken

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 45.48

##### 2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
648	572	491	328	457

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1140	1140	1060	1060	1060

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 59.02

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
388	391	339	236	277

File Description	Document
Average percentage of seats filled against seats reserved	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

#### Response:

The Institution decided to introduce such a system in order to take extra care of the students who are weaker than the average students and to guide them better through providing more reading of materials than normal syllabi oriented courses. The system was implemented soon with the guidance of the Principal, IQAC and support of all the departments. Different departments divide the students into two groups of slow learners and advanced learners. Then onwards, apart from regular teaching, these two groups are treated with different strategy. The slow learners are taken special care of so that they can be brought to the level of mainstream student. The departments frame the time-table in such a way that this group of slow learners get two lectures extra every week. Their presence in the class is always on priority. They are regularly given some easy task as homework so that their confidence can be boosted up. A regular follow up is maintained regarding their homework and activities at home. Their results are monitored regularly. The teachers try to be helpful to the slow learners whenever they need help. The teachers provide them that study material which is easier for them to follow up. Apart from formal teaching, teachers try to know about their social and economic background and thereby understand their problems. This is an apt way to develop a positive rapport between such slow learners and their teachers. If needed, the department arranges a lecture of counseling for the slow learners so that a positive attitude can be inculcated among them. On the other side, the advanced learners are guided by their teachers for extra reading through use of library and e-materials. They are inspired to read certain topics of study before they are taught in the class and then encouraged for discussion while teaching. These advanced learners are made to handle functions or class seminars at certain occasions and also encouraged to participate in seminars, conferences and workshops held at other Institutions in the state.

Besides, the Institute is situated in a rural area. The process of admission is transparent and on merit basis. In each class, heterogeneous groups of students are admitted. As early as possible, we identify slow and advanced learners by conducting the first internal test. Slow and Advanced learners are also identified through:

- Academic history/Parent feedback    -Performance in Class Test    -Performance in Assignments  
-Aptitude Test    -Online Quiz    -Counseling    -Orientation Programme    -Involvement in academic and curricular activities

The institution responds to the needs of these Advanced learners through the following manners:

-Motivated to secure rank & distinction in University examination    -Extended library facilities along with provision of extra library tickets for further reading    -Encouraged to participate in seminars, assignment, workshop, Science Club and PPT presentation    -Recognition performed at various forums in terms of cash awards, medals, appreciation certificates are provided    -Scholarships/awards and rewards are distributed to both meritorious and advanced learners -

Remedial Measures were taken for Disadvantaged Sections/Slow Learners:

-Special Coaching/attention   -Remedial Classes   -Scholarships   -Financial aid

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Past link for additional Information	<a href="#">View Document</a>

### 2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

**Response:** 85:1

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

The Institution authorities consider students at the center any activity. The methods adopted by Women's Cell for experiential learning are-sewing art, embroidery art, Making and exhibition of Rakhi, Imitation jewelry making, academic tours etc. The library department also organizes Book exhibition for all every year. Moreover students' participation in NSS, NCC makes them learn things through firsthand experience. Well-equipped language lab, computer labs and Home Science lab are the hubs of experiential learning. The problem solving methods are also used for enhancing learning experiences. The tree plantation programme, 'Beti Bachao, Beti Padhao' slogan for positive attitude towards girls, Blood Donation Camps, Campus cleanliness, AIDS Awareness, Swine Flu Awareness, Pulse-Polio Awareness programme etc. are arranged for social awareness as well as gaining learning experience. The Institution also organizes extra-curricular activities, sports and cultural events which help to make learning more effective and develop overall personality of the students. The students are motivated to actively participate in Seminars and conferences organized at Institution as well as outside. Students being the main stakeholders of the Institute, the academic, co-curriculum and extra activities are organized keeping in view for their comprehensive development. The Institution practices several student-centric participatory learning methods.

- 1.Participatory learning activities like the presentation of seminars, assignments and project work by referring to listed bibliography, collection of information from the Internet and online databases are encouraged.
- 2.During their academic schedule, PG students are given term papers and assignments.
- 3.The Institution arranges industrial visits for students to get actual experience and clarify their doubts on whatever is happening in their related field. The department of commerce often takes the students to visit companies, industries and similar firm to gain knowledge about happenings in the

corporate world. This helps students to learn from observation.

4. Through Institution Android App, Google Form and INTRANET facilities, the students are made available Online Objective Quiz.
5. Students are encouraged to participate in Seminars, Workshops, 'Saptdhara' program, NCC, NSS and other competitive events.
6. When needed, Remedial coaching is provided for weak and slow students.
7. Revision of practical work is beneficial to both slow and advanced learners. As the lecture method often seems didn't reach to fulfill the goal without the active participation of students, as such they are allowed to take participation giving freedom to ask their difficulties for solutions.
8. Occasionally, experimental methods are adopted that make teaching and learning more student-centric.
9. Various departments conduct a number of activities like seminars, debate and elocution on current issues, group discussion, and science quiz. Such activities develop stage courage, skills of expression and sharp thinking power among the students.
10. A culture is imbibed among the student that the acquisition of the knowledge and the skills not only takes place during their affiliation with the Institution but it is a lifelong learning process.
11. Learned Faculties' delivered lectures in SANDHAN are available on and Institution Android App help students in individual learning.
12. The institution envisages the all-round development of every student. To contribute progress in learning, the institution exercises a student-centric approach.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

The Institution has adopted following steps for innovation and creativity in teaching learning process:

- The Institution has established twelve classrooms with installment of Intercommunication system along with well-equipped facilities like OHP/Audio-visual aids in some of them.
- There are one Seminar Hall with LCD projector and audio-video facility. It can be used for screening of educational movies as well.
- The Labs (Computer Labs and Home Science Lab) have been upgraded.
- The faculties use innovative teaching methods such as use of ICT, PPT presentation, use of charts, posters, models, screening educational movies, syllabus based movies and short documentary films etc. Faculties inculcate a spirit of healthy competition through quiz, seminars, Group Discussions, surprise test, oral test etc.

- Moreover, the Institution has organized computer training programmes for staff in general.
- Even students are provided free access to computer with free internet facility for their academic development.
- During last five years, Institution has organised one Faculty Development Programme on the campus and allowed all the faculty members are allowed to go to KCG (Knowledge Consortium of Gujarat) for FDP.
- All the departments introduced Mentor-Mentee system among the students since 2016-17. This has boosted up the confidence of students and made it easy for them to cope up with academic as well as stress related issues.
- The Institution became instrumental in distribution of tablets to the new entrants by the government. More than 1000 students received tablets in 2017-18. This provides them easy excess to the vast world of knowledge.
- The Institution Central Library provides N-List facility through which one can access e-books, e-journals, any material required for syllabus content.
- Teaching through PPT in combination with internet has made teaching and learning enjoyable.
- Students exchange and Faculty exchange programme and Invited Guest lectures of eminent faculties in many departments are the innovations of recent years.

The Institution motivates the faculty to adopt new & innovative approaches by providing ICT arrangements and infrastructure. Such innovative practice has a wide impact on student learning as they develop skills like presentations, communication, analytical, scientific reasoning, creative reading, time management and overall personality development. It enables the teacher to spend more time with individual students and allows students to carry out more work that is independent.

Through Institution's Website, Android App, Facebook Page and INTRANET facilities, the students are made available of various instructions/notices, study materials, Assignments, University exam papers, video lectures and online objective quiz for almost all subjects

Sophisticated equipment, software and facilities are made available for Home Science Laboratory for enhancing better practical work.

Using PPT through the use of ICT in educational work, most of the organization's teachers make the learning process easier and more interesting.

Many of the teachers used to write for their subject books and articles in different periodicals. The teachers are continuously appraised in their own teaching abilities by the institution on the basis of students' feedback

Study Materials and General Knowledge are available on the Institution's Library Blog as well as On the Blogs of the Faculties of various departments.

Training workshops for Computer and various software are frequently organized.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )

**Response:** 103:1

#### 2.3.3.1 Number of mentors

**Response:** 14

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 93.2

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 49.93

#### 2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. /*



**D.Litt. year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
12	11	8	6	4

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)****Response:** 28.06**2.4.3.1 Total experience of full-time teachers****Response:** 477

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

In order to ensure rigor and transparency in the internal assessment, the examination committee is formed internally.

The ratio of the weightage of marks in core compulsory subject is 70% through External Exam and 30% through continuous internal evaluation as per the university rule. The university has raised the passing level from 35% to 40% in the theory exam.

The systems of internal assessment notifications are communicated to the students well in time and they are also made aware of the evaluation pattern at the beginning of the semester during the welcome and orientation ceremony.

The setting of question papers is made as per the university examination pattern. The facility of in-house printing of the question papers is available. Examination committee prepares the in-house printing schedule and the representative of the respective department remains present accordingly to maintain secrecy.

The respective faculty evaluates the test papers promptly and answer papers are submitted to Institutional Examination Committee within time limit.

The Institution administration gives freedom to the departments to choose the method of continuous internal evaluation to bring the variety in the methods of internal examination and evaluation which include:

- Multiple choice question tests
- Assignments
- Seminars
- Book review
- Projects
- Viva voce
- MCQs

Mark sheets of internal marks are prepared with the utmost care and are displayed to the notice board, on the Institution website and Institution android App for verification and also grievances, if any, are addressed by the faculty.

The rechecking/reassessment system in the internal examination is also available for students.

The rules for grading for students are decided by the examination committee and it is also communicated to students.

The marks awarded in the internal assessment for the theory exam are communicated and verified by each and every student before sending to the university. The marks awarded in the internal assessment are duly sent to the University for adding to the marks awarded in the University examination for every student through Online.

The external practical for Computer and Home Science departments examinations are also conducted before the semester examinations and the result is submitted to the university by examiner.

Students are giving instruction regarding practical exams and their doubts regarding practical exams are cleared.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### **2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient**

#### **Response:**

#### **Institutional level:**

- In case the students are dissatisfied with their result in the Internal Test they are allowed to apply for Rechecking/reassessment by filling in a prescribed form along with the fees for the same.
- The answer sheet/s of such students is sent to the Head of the Department by the Principal/Examination Committee.
- The HOD gets the reassessment done and submits the result along with his report to the Examination committee. If there is an improvement in the result, it is rectified soon.

#### **University Level:**

- If a student is dissatisfied with his/her result in the University Exam he/She can tender an application in the Institution in a prescribed format in the stipulated time limit of 15 days.
- The Institution forwards the application to the University for the needful action.
- Other examiners according to the rules of the University reassess such answer sheets.
- The University declares the result when the procedure of reassessment is over.

The ultimate process of teaching-learning as per students 'oriented are concerned is all about examination, results, marks and obtaining a degree certificate to get the best jobs.

To address the issues concerning the above-said matters; the institution has taken many efficient steps to ensure that they are solved amicably.

Although the passing out final exams are conducted by the affiliating university and marks sheets and degree certificates are issued by the university, the Institution ensures that the process should be smooth, time-bound and effective. Right from paying the examination fee to uploading of forms and getting their examination hall tickets are streamlined by the online mechanism.

The Institution appoints the examination committee, which takes complete responsibility along with the office staff to conduct the entire examination process smoothly. Once the exam fees are paid and student's approval is done, the university gives the hall tickets to students which are again distributed to students by the office assistant. The committee makes proper arrangements to conduct the exam and the faculties are assigned invigilation duty as per requirement and the whole exam is conducted meticulously and with utmost discipline. Malpractice of any kind is discouraged and strict actions are taken against such cases.

In order to get the results, marks sheets, and degree certificates from the university, the Institution has assigned designate office staff. Besides a teaching faculty is also appointed being a member of examination committee to address the grievances related to examination etc.

The marks sheets once received from the university are distributed to students and no fee is charged. Grievances related to exam are quickly addressed and office staff and exam committee help the students to set right any difficulties related to exam and results. Hence the Institution is committed to providing an

effective, transparent and proactive mechanism to address the grievances of the students with regards to their exam related issues.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.**

### Response:

The BOS of affiliating university prepares the syllabus of each course of the subject. Syllabus of each course communicated to Institutions and also kept available on the University website.

Starting of academic year HOD of each department arrange a departmental meeting regarding the Distribution of Syllabus to all faculty members. The department prepares Programme Outcomes (POs), Programmes Specific Outcomes (PSOs) and Course Outcomes (Cos). The POs, PSOs and COs and link of the syllabus of each programme and course are displaying on Institution website and hence the students can access it any time online. The same can also be accessed offline in the staff room file.

The Institution ensures that these POs, PSOs and COs are also communicated to the students through either providing a photocopy or in any case it is dictated in the classrooms. The departments ensure that these POs, PSOs and COs are properly explained and made to understand in the orientation programme itself.

Besides these, each subject teacher makes sure that the outcomes are specially explained and notes on these are given so that the students are well informed.

Besides these, the entire programmes and special lectures and discussion in the classroom teaching are centered on these. Hence there is a continuous communication of the POs, PSOs and COs.

Moreover, the display of Vision and Mission of the institution in the Institution Notice-board also focus on the POs.

Projects, classroom seminars, assignments, academic tours, Unit tests, add-on courses are the other tools to understand and learn the benefits of the programme opted by the students.

Interaction between successful and well placed alumni and also Subject experts on recent trends and developments in their field of expertise is positively encouraged.

The action plan of each department is prepared at the beginning of the academic year and conveyed to the concerned students.

**The Programme Objectives at the end of UG and PG run by the Institution are as follows:****B.A. UG-Programmes:**

- To shape the students so as to add cultured and civilized member to the society.
- To familiarize the students with the knowledge of human rights and duties enshrined in the Constitution of India.
- To enrich the knowledge and experiences so as to handle the challenges of life.
- Provide basic knowledge of subjects such as English, History, Geography, Economics, Languages, Psychology, Sociology etc.
- To attain analytical ability to analyze neutrally any situation.
- To ensure employability through personality improvement
- To sustain a lifelong pursuit of knowledge in combination with untiring efforts and positive attitude.

**M.A. PG-Programmes:**

- Acquire a deep knowledge in the subject of study.
- Understand how the studies in Humanities have led to various social, economical, political changes over last few centuries.
- Predict the future course of the developments in the subject and its impact on the life of common man.
- Recognize the un-trodden areas of research in the subject.
- Develop pleasure, knowledge & satisfaction as the goals of education.
- Dissolve differences & inequalities due to caste, creed and religion, social status etc

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

**2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.****Response:**

The evaluation of the attainment of programme outcome is an important mechanism, which provides a touchstone to visualize how far the institution has succeeded in accomplishing its purpose.

The Institution monitors and ensures the achievement of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) in traditional methods.

The Institution has a mechanism to calculate the attainment of POs, PSOs and COs at the end of the year. At the end of the analysis of the attainment, the suggestions and recommendations of corrective measures towards the improvement of programme outcomes are communicated to the faculty and even the university through BOS and AC members.

Throughout the semester, the faculties while teaching sees to it that a successful bridge is established between the faculty and the students. A tuning between the two can lead to the attainment of POs, PSOs and COs.

The POs, PSOs and COs of the relevant courses of the Institution are assessed through direct and indirect methods.

#### **Direct Method:**

1. In direct assessment, the course outcome is assessed through internal examinations and a final examination at the end of the semester.
2. The questions for the internal examinations are framed in line with course outcomes and the attainment is assessed from the answer scripts. The results of the final examinations are used to measure their attainment of POs and COs.
3. The overall Course Outcome is calculated by taking the average of percentage attainment of internal assessment and final examination. Computing all COS attainment enables the assessment of POs attainment.
4. Various Co-curricular activities such as seminars, workshops, book review, projects, assignments, etc. are also useful for the attainment of POs and COS.

#### **Indirect Method:**

1. The indirect method of assessment is done through feedback collected from the outgoing students at the end of the course.
2. The feedback of teachers and alumni is also collected and analyzed for CO attainment.
3. This feedback serves as the genuine opinion of the teachers and students in the CO attainment. The CO attainment further contributes to the PO attainment.
4. The suggestions and recommendations regarding corrective measures towards the improvement of programme outcomes are communicated to the University through board meetings. Proportional weightage is given to every portion in a paper as the questions asked in internal exams and assignments are mostly aligned with the Course Outcome of the respective subject.
5. The Institution has the following mechanism to analyze data on the student performance and learning outcomes to use it for planning and overcoming barriers of learning:
  - Result Analysis
  - Remedial Coaching
  - Student Counseling
  - Identification of weak learners
  - Feedback mechanism and action-taken report

#### **Advantages:**

1. The suggestions and recommendations regarding corrective measures towards the improvement of programme outcomes are communicated to the University through board meetings.
2. Proportional weightage is given to every portion in a paper as the questions asked in internal exams and assignments are mostly aligned with Course Outcome of the respective subject.
3. Performance in class test
4. Performance in assignments

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 71.62

#### 2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
365	313	324	238	145

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
396	391	343	395	465

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.46

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

NAAC



## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 5.88

**3.1.2.1 Number of teachers recognized as research guides**

**Response:** 1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 0

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

### 3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	4	4

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

#### Response:

Institution has created an ecosystem for innovations and other initiatives for creation and transfer of knowledge. The institution has always been positive in creating an academic atmosphere that is encouraging, creative, innovative and progressive for all the students. The entire teaching learning process aims to create capable students and teachers who excel in whatever they are engaged in and to promote environment for research and development. The Institution has constituted a Research Committee to promote, facilitate and monitor research activities in the Institution. The following initiatives have been taken for creation and transfer of knowledge in the institution.

1. The Research Committee encourages and provides necessary guidance to the faculties in submitting research proposals to UGC and other funding agencies.
2. The teachers are encouraged to apply for recognized research to affiliated University. It also helps departments in submitting seminar proposals and motivates the teachers to pursue Ph. D. degree.
3. The institute encourages and facilitates the faculties for attending seminars/workshops where they can present their research papers.
4. The institute also encourages the faculties for publishing research papers/articles in recognized Magazines and Journals. They are provided with ample opportunities to submit innovative research papers, publish them as chapters, books and or in journals with ISBN and ISSN respectively.
5. To facilitate smooth progress and implementation of research scheme/project following necessary

steps have been taken:

- Due independence is given to the teacher engaged into research work.
- Due efforts have been made to make available all the necessary past reference literature or research works for review
- Various resources like, Home Science laboratory with equipment's, computers, internet access, Journals, Reference books etc., are provided for research work.
- Separate research section in central library is developed to access back volume of research journal and other concerned reference literature. Each teacher can make use of e-library with the facility of personal account in INFLIBNET/N-LIST.
- The Institution invariably honours the faculty members who obtain Ph.D. degree, become research guide and those faculty members who present their papers/article in well-known Journals in our nation or abroad.
- Due weightage have been given for MOU with other academic institution for research co-operation. It also includes students and faculty exchange programmes.

The Institution promotes and grants duty leave to the faculty to participate in orientation course, Refresher course, Faculty Development Programme organized by KCG and short term training programmes organized all over India. The Institution supports the departments to organize university level, state level and national level workshops, seminars in the Institute. Faculty members have published many Books and research papers in professional journals during the last five years. Through all these activities, the Institution has set up a system for transfer of knowledge not only to the students but also to the society.

There is a well-planned garden in the front of the main building which is the collaborative efforts of Students, Staff and some experts. The Institution has installed the system for rain water harvesting by creating large water tank in the campus with deep percolation wells inside it. It is connected with the water pipes from the terrace. A big pit has been dug up in the campus for the disposal of solid wastes.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 2

#### 3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	1	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

<b>3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years</b>	
<b>Response: 7</b>	
<b>3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years</b>	
Response: 7	
<b>3.3.1.2 Number of teachers recognized as guides during the last five years</b>	
Response: 1	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
URL to the research page on HEI website	<a href="#">View Document</a>

### 3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

**Response: 2.99**

#### 3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
5	9	9	14	12

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

**Response:** 0.85

#### 3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
03	02	01	03	05

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

**Response:**

To communicate, sensitize and make students aware towards social issues along with burning problems of our nation, Institution aims for their comprehensive development that will make them understand their social responsibility toward family, state and nation. For that they are given opportunity to face real life through an activity called National Service Scheme which takes them directly away from classrooms to society to witness the reality. The social activity NSS consists of an NSS coordinator, one Man faculty member and other selected best perform student members. This team performs a unique mentoring process through which many social activities are conducted in a neighboring village. These extension activities influence the students understanding of the problems of the rural and urban areas of the state, the various policies of the Government implemented for the society and their impact on human life. All these are visualized and brought to the perception of the students. They are encouraged to participate in various community development programs to develop their all- around personality. Self-discipline, loyalty, respects and patriotism is nurtured among the NSS students. As a part of the whole exercise, the Institution has also adopted nearby village for its social development. Even some of the students frequently visit the

nearby Old Age Home and try to be helpful to the aged people in many possible ways.

The NSS (National Service Scheme) conducts annual camp in the neighboring villages for 7 days, which helps them to mingle with the village and rural people to understand their lifestyles and needs quite better. Various activities enable students to cultivate the much-needed traits like self- confidence, leadership, self-discipline, commitment and devotion, hard work and teamwork and these same qualities will also help them to excel in academics as well. The students accumulate new knowledge, experience changes in their attitude and behavior positively towards the socially deprived or oppressed.

The awareness regarding the Thalassemia test for all the students admitted in the first year is compulsory. Due help and counseling to Thalassemia minor students is also done.

Health awareness Programme, Ku-poshan awareness, Weight Control Programme, Breast-Cancer Prevention Awareness Progrmme and Awareness against AIDS are routine activities of our Institution.

The institution has taken the initiative to make aware the society about social and health problems like female feticide, Environment protection, Waste plastic collection, Nature Awareness Program, Consumer protection awareness, Anti-corruption information, HIV awareness-Red ribbon program, anti- tobacco awareness, Traffic rules along with road safety week celebration and cleanliness drive awareness etc. are also regular activities of our Institution.

Blood Donation camps are the regular activities performed by our Institution. To celebrate the birth anniversary of Our President Dr. K. K. Patel of “Nima Memorial Gram Vikas Trust, Ruppur, Chanasma, a Mega Blood Donation Camp was arranged (January-2020) in which 555 blood bottles were collected.

Various Generic courses regarding Environment, Idian History, Personality Development, Environment and Sustainability, General Knowledge etc. along with other EG Courses have been introduced in the curriculum of our University for our students.

To conserve and preserve the environment, the Institute has cultivated and nurtured different plants and plenty of trees of many species in our campus.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

**Response: 1**

#### **3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
1	00	00	0	0

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

**Response:** 122

#### 3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
23	23	23	29	24

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

**Response:** 93.81

#### 3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years



2020-21	2019-20	2018-19	2017-18	2016-17
999	1166	979	862	1056

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

**Response: 28**

##### 3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	8	9	4	3

File Description	Document
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

**Response: 2**

##### 3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years



2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**Response:**

- The Institution has a beautiful huge campus with ample infrastructure. It furnishes adequate infrastructural facilities to fulfill the requirements of the students. Our institute aims at creating an environment of excellence in education through technologically advanced pedagogical tools. It includes huge building in which Administrative office, Arts and Commerce Institution, Library, Computer Centers, Home Science Laboratory exist sufficiently.
- The Institution is well equipped with the following teaching-learning facilities.
- There is a well-equipped staff room and all the members of the staff have computer and internet facility. Some portion of the campus has Wi-Fi facility. The faculty members make use of this facility for updating their knowledge and in delivering the lecture.
- The institution has a well-equipped seminar hall for various academic and cultural activities. It has more than 300 seating capacity and facilitated with LCD projectors, Inter-active board, LCD Screen, Digital podium, Audio System etc.
- A Central Computer Laboratory with latest computers with LAN and internet facility, Interactive board etc., has been developed for both students as well as teachers.
- The Institution has fully computerized Central Library having an extra reading room close to it. The Institute has provided N-List facility for all teachers. They use this facility for their research or for further studies. The Institution has purchased SOUL software from INFLIBNET for library.
- Institution management has arranged to install sufficient CC Cameras in the entire Institution building.
- The Institution has purchased a generator to deal with the rare problem of power cuts.
- The Institution authorities have installed a fire extinguisher in the building to avert any adverse calamity.
- Besides computers and LCD Projectors, the Institution has also ample facility of speakers, sound system, audio video aids, microphones, scanners, printers, Xerox machines, pen drives, UPS, USB, Web Camera, Digital camera and CCTV cameras.
- The Institution has a well-planned garden name which is established with the collaboration with students, staff and experts of Forest Department. To protect plants, we have built long fencing wall. The security man as well as peon and gardener take care for the maintenance of it. The financial support for the maintenance of the garden is provided by the management of our institute.
- Total 05 rooms are available for Academic activities. These rooms are connected with Internet access and out of which most of the rooms have Over Head projectors which makes the Institution ICT enable.
- Our Institution has broad band internet connection with Wi-Fi facility.
- Every year the Government of Gujarat provides tablets at subsidies rate to first-year students of the Institute.
- The Institution has adequate number of washrooms, NCC office, NSS office, Girls' rest room, Community Hall, Examination Room, Library Reading Room, Seminar Hall, Gymnasium, Girls' rest room, and Mineral Water Facility (RO plant).
- The entire campus is under CCTV surveillance.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

##### Response:

##### SPORTS AND YOGA FACILITIES:

Along with the academic development of a student, it is essential that an educational institution should take care of the physical and athletic capabilities also. The institution has always tried to produce students who become capable to take part of the University and State level teams. The Physical Director conducts intercollegiate tournaments and Annual Sports' Day every year. Necessary playgrounds, various equipment, kits and sportswear are all distributed. Both students and faculty use the indoor and outdoor gymnasium. The Institute participated in almost all university-level sports competitions and performed well. Some of our skilled students got selection for all-India inter-university competitions during the last five years. The Institution always facilitated the sportspersons who have selected for the inter-university team.

Yoga and Meditation training sessions are conducted frequently for both students and faculty. International Yoga Day is celebrated every year. The institution occasionally organizes a session for meditation, relaxation techniques and stress management when and where the need arise.

##### CULTURAL FACILITIES:

The overall development of students includes nurturing the cultural and artistic talents too. The Institution is home for immensely talented students and faculties who take care to nurture the innate talents of the stakeholders. The Saptadhara and Cultural Committee focus on polishing the skills of students, under the guidance of the faculty in charge/Convener. The Institution has one open-air multipurpose Stage and One hall which are used for organizing the major cultural events of the Institute. Our Institute also takes part in the University Youth Festival every year providing training for the students to participate in it, along with necessary costumes and props for the group events. The institution organizes Annual Day and Traditional Dress Day every Year. The Institution facilitated and rewarded the students who have performed well in the Youth Festival and Cultural Events.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)****Response:** 7.14**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 1

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)****Response:** 3.52**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
2.21	9.45	2	0	0

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

The Institution has a library committee to take care of the issues related to the Library. The principal is the Chairperson and the Librarian is the co-coordinator of the committee. All the Senior Faculty of various

departments are the members of the committee.

The Library Committee plays an important role in deciding the infrastructural requirements of the library, particularly with regard to purchasing of books, journals and software.

**The Particulars about the library are as under:**

- The total area of the library (in Sq. Mts.):  $90.16+90.16=180.32$  Sq. Mts
- Total seating capacity: Common Space-45 for Girls-20, for staff-5
- Working hours (on working days): 7-30 A.M. to 1-00 P.M.
- Working hours (During vacation): 8-00 to 01-00 P.M.

The Institution has a good collection of about 17,000 books. A good number of books and journals are added every year. The General Library subscribes 28 Periodicals, Magazines and Research Journals and 5 Newspapers. The Library has online access to INFLIBNET e- Resources which provides more than 6,000 online Journals and 1,60,000 + e-books.

The library has automated, using integrated library management software SOUL 2.0. It provides a very user-friendly atmosphere in the library.

The Institution is a member of INFLIBNET N-List consortia and provides access to thousands of e-resources.

**Details of ICT and Other Tools Deployed to Provide Maximum Access to the Library**

- ILMS software: Soul 2.0 Software
- OPAC (on the public Access catalogue): Yes
- Electronic Resource Management Package for E-journals: N-List of INFLIBNET is available
- Library automation: Yes
- Total number of computers for public access: 04 Printer: 01 Barcode Scanner: 01
- Photocopier: 01
- Internet band with speed: 10 Mbps
- NAMO Wi-Fi: 100 Mbps (Yet to implement)
- Institutional Repository: Yes

**Salient Features of the Central Library:**

- A well-furnished automated library
- A wide repository of books, journals, CDs, educational videos, films, newspapers, rare books, e-resources etc.
- Special sections of books earmarked for NET/SET Coaching, Remedial Studies, State Public Service Examination, Civil Service Examination, Career and Counseling Guidance.
- Availability of issue slip, barcode printer and barcode reader, systems for internet browsing and specific National journals on most of the subjects taught in the Institution
- Regular activities like book exhibitions, GK Corner, Wall Paper and magazine display, Availability of Daily news papers
- The Institution provides old paper sets of University exams
- Display and Dissemination of new arrivals

- Library Blog: <https://chanasmacollegelibrary.wordpress.com/>

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership, Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.15

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
1.344	1.069	0.924	1.24	1.17

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year

**Response:** 3.48

4.2.4.1 Number of teachers and students using library per day over last one year

**Response:** 51

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

The Institution has successfully oriented the campus and office administration towards integrating IT/ICT into everyday activities. IT has been amalgamated into the Institution activities for improving the quality of teaching, learning and evaluation processes, and also for making the administrative processes user-friendly, efficient and transparent.

- **The Administrative office** is fully atomized and Office Superintendent and all other clerks are facilitated with computers, printers, barcode scanner, LAN, etc. It is also facilitated with software like Office Management Software, Online Scholarship Management Software. Online Examination Software, Online Admission & Fee Management Software and Library blog. The Institution has also facilitated with software like WIN HOME 10 and MICROSOFT OFFICE 2010 for office and SOUL for library use. Quick Heal anti-virus software for internet security and distribution management is also purchased.
- The **Computer Laboratory** is developed under The Digital Educational Learning Laboratory (DELL) established with the help of state Government is facilitated with 25 computers, LAN, internet and spoken English software (GLOBARINA).
- The **Central library** is the heart of the institution. The Institution has installed the library software SOUL 2.0 to make easy access to resources. The Institution has also facilitated central library with computers, printers, photocopier, barcode scanners, and internet connection. Membership with

INFLIBNET N-list to access e-resources is also available for faculty.

- The Campus **Wi-Fi SYSTEMS** with the help of 04 routers is ready for internet usage. The study materials, Question papers, Question Bank, Educational Videos, Online QUIZ, etc., are also made available to students through this Intranet Facility.
- The Institution has developed an informative **Dynamic Website**, which includes online admission, examination information, feedbacks, results, scholarship, etc.
- The Government Provided 100 Mbps Internet Facility under **NAMO WiFi Scheme** for Students which is yet to be implemented. Each Faculty is equipped with Laptop for internet facility to prepare PPT presentation in or outside the campus.
- In **Career Guidance Cell (Udisha)** LAN, Internet connection, printer, photocopier facilities are available for the students along with information regarding latest career development schemes as well as various job advertisements.
- Five **OHP** equipped Audio Visual Class Rooms are available for students benefit.
- Well- equipped **Examination room**, computer lab, photocopiers, printer, ADF scanner, internet, OMR Reader software are available
- **Laptop and Internet facility** is provided to Principal and IQAC Coordinator for data portability.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 40.19

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** D. 5 MBPS – 10 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and



**academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

**Response:** 126.48

**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
23.74	56.35	7.07	143.1	165.17

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Response:**

The Institution has well-established machinery in place for maintenance of campus facilities. This is primarily achieved through the monitoring of various committees like Academic Council, Planning Board, Building Committee, Purchase Committee and IQAC with necessary support systems.

## **PHYSICAL FACILITIES**

- 1.The maintenance of various buildings is achieved through periodic monitoring by the building committee and devising suitable proposal.
- 2.Annual Stock verification for each department.
- 3.Allocation of adequate budget for annual maintenance of Institution infrastructure.
- 4.Sufficient support staff is appointed to maintain infrastructure
- 5.Scheduled Maintenance and Repair of physical infrastructure, like painting, roof maintenance.
- 6.Provisions of Classroom Maintenance including furniture, doors and windows
- 7.A computer instructor appointed by Management maintains Major ICT instruments.
- 8.The regular electrician decided by Management solved electricity related problems.
- 9.AC, Water Coolers and R.O. Plants are made regular service.
- 10.Plumbing maintenance and repair, including water supply and tube well, is done whenever it required by professional Plumber.
- 11.Mechanical equipment and lab equipment are repaired periodically.
- 12.Adequate protective measures like UPS, antivirus, firewalls, CCTV cameras.
- 13.The water tanks are cleaned regularly.

## **LABORATORY FACILITIES**

- 1.A cost-effective approach is followed in the laboratory network maintenance strategies for Home Science department.
2. Annual stock verification for necessary chemicals glassware and other equipment
- 3.The equipment and instruments are maintained by hiring services as and when required. Lab Equipment are repaired periodically.
- 4.The SOP for highly sophisticated equipment established and followed regularly.
- 5.Refurbishing of laboratory equipment is done at regular intervals.
- 6.Calibration of laboratory equipment done regularly.
- 7.The wastage from laboratories is minimized using green protocol and reuse solvents.
- 8.For voltage fluctuation, the institution uses voltage stabilizer and UPS.
- 9.The institution has a facility of mineral drinking water, the R.O. Plant.
- 10.All the valuable instruments and equipment have separate space in specific cupboards.
- 11.There are ELCB switches in all laboratories as a safeguard for instruments
- 12.Fire extinguisher is provided to the building for safety purpose.

## **ICT AND INTERNET FACILITIES**

- 1.The Institution has a comprehensive IT policy regarding service, data, and network security.
- 2.The Institution has a mechanism of adopting free software and anti-piracy protocol
- 3.Computer Instructor addresses internet broadband connectivity and Wi-Fi problems.
- 4.The use of Internet facilities is distributed secured and monitored by Quick heals Anti-virus Software.
- 5.In order to minimize e-waste, computers are serviced and reused as far as possible.
- 6.The Dynamic Institution Website, Institution Android App, Facebook Page and INTRANET facility are maintained by appointed Computer Instructor.

## **LIBRARY FACILITIES**

- 1.The library is automated regularly through software SOUL 2.0
- 2.Maintenance and digitizing of rare books, back volumes, manuscripts and reports are done with special care.
- 3.IT infrastructure is maintained regularly.
- 4.OPAC system for book search has been devised and regularly updated.

## **SPORTS FACILITIES**

- 1.Physical Director and Sports Committee monitor the maintenance of Sports Facilities.
- 2.Regular maintenance of sports equipment are done.
- 3.Regular inspection and maintenance of sports fields and play Grounds are maintained.
- 4.Giving top priority to the safety of the players by renewing protective guards is done.
- 5.The equipment in Indoor and Outdoor Gymnasium are regularly serviced and new ones are purchased whenever required.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 50.26

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
891	738	455	340	428

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 8.18

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	321	131	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View Document</a>

### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

### 5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

**Response:** 0

#### 5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years**

**Response:** 3.1

**5.2.1.1 Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
3	15	12	23	3

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

**5.2.2 Average percentage of students progressing to higher education during the last five years**

**Response:** 38.64

**5.2.2.1 Number of outgoing student progression to higher education during last five years**

Response: 153

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

Response: 80

**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	0	2	3	5

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	0	2	3	5

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 45

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	11	5	12	17

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)**

**Response:**

The Student Union of our Institution is considered the best keeping in view the students' talents in the campus. The Head of the Department of each Subject nominates one male and one female student as Student Representatives based on their merit in the result of their respective subjects. Student Representatives works as an active bridge between the institution and students and ensures a smooth and timely dissemination of information and solution of different problems. It also facilitates various activities in the classrooms and Institution campus. The Institution has a policy for the dynamic participation of the students in the various academic, cultural and administrative bodies/committees and other day-to-day activities. This prepares the students for leadership roles by organizing various events, executive skills, teamwork along with sportsman spirits. The student representatives of various Institution committees like IQAC, Saptadhara, Cultural Committee, NSS, NCC, Udisha-placement Cell (Career Guidance) etc. play a vital role in the coordination and co-operation in organizing various functions for academic, co-curricular and extension activities. Besides, the meritorious students are given representation in the core committees of the Institution.



The major objectives of Student Council are as under:

1. The Student Representatives play an important role in maintaining the code of conducts of the Institution by reporting any disciplinary issues to the committee members and higher authorities.
2. The Student Representatives help the class teacher in conducting class activities smoothly. They help them to facilitate in handling Unit Tests, assignments as well as attendance of students.
3. They become auxiliaries to develop skills of students by involving them in the planning and implementation of academic and co-curricular activities.
4. They help to cultivate the learning process through practical experience that encourages and makes students more confident. It also improves their communication and leadership skills.

Every year each department nominates one-boy and one-girl representatives based on their merit along with active participation in NSS, NCC and Cultural activities. Based on the merit the Principal and Faculty members select various students as teachers for the celebration of Teachers' Day. Best Boys - Best Girls are felicitated in Annual Day celebration function. These meritorious students also become inseparable part in organizing various academic, cultural and extension activities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 17.4

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	23	19	20	15

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

#### Response:

Our institution has spent more than 30 years of its esteemed existence. This institution is fulfilling its mission and vision and has cultivated educationally a number of youths with higher vision. Two generations of people of this area have acquired higher education through this institution. A number of our alumni have proved their merit in the respective fields of their career. Our alumni are able academicians, Teachers from different Schools, Institutions and University all over the Gujarat. Officers of different categories and departments along with other various designators have found due representation in our alumni association. The Institution has unregistered active Alumni association. The Chanasma Institution Vartul is a Students-Alumni association. After completion of Program, the outgoing student automatically becomes a member of the Alumni Association. Most of the past students are members of the Alumni Association. The Alumni Association has a strong mechanism. It acts as a bridge between the former students, current students and stakeholders. The annual alumni gathering normally take place on the celebration of Annual Day function of our Institution every year. The Annual day is generally fixed in order to ensure maximum participation of the members. These alumni are invited to the annual meeting through personal contacts.

The Institution intentionally plans the programs in such a way that the students in the Institution get a chance to listen to and converse with famous alumni of the Institution. Occasional presentations made by successful alumni inspire the students. Moreover, these alumni are always ready to help the students of the Institution. The main aim of this association is to promote and foster interaction amongst the alumni, faculty and present students in order to raise the Institution at different levels and so to help fellow alumni through various initiatives. Additionally, such groups often support new alumni, and provide a forum to form new friendship and relationship with people of similar background. Alumni generously support Institution activities with their time, expertise, finance and enthusiasm.

The association proposes to do the following activities:

- To arrange annual get-together during the annual day and honour the alumni who have secured a prominent position.
- Alumni give their suggestions for improvement and development of the Institution.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years (INR in lakhs)****Response:** E. <1 Lakhs

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for any additional information	<a href="#">View Document</a>

## **Criterion 6 - Governance, Leadership and Management**

### **6.1 Institutional Vision and Leadership**

#### **6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution**

##### **Response:**

Nima Memorial Gram Vikas Trust, Ruppur-Chanasma Sanchalit, Jethiba K. Patel Arts & B. A. Patel And D. B. Vyas Commerce Institution, Ruppur-Chanasma was started in the year 1989 by donors truly devoted to the aim of Education with a view to imparting higher education to brilliant but socially backward and economically poor students belonging to the rural area. This Institution has two faculties (Arts & Commerce). Ever since its establishment, the institution is benefited by foresighted Managing Authorities and enthusiastic Principals. The institution has spent more 31 years of its esteemed existence. This institution is fulfilling its mission and vision and has fortified a number of youths with higher education.

Two generations of people of this area have acquired higher education through this institution. In this smooth and successful completion of 31 years, a great contribution of local society has remained notable.

##### **The Vision and Missions of the Institution are given below:**

##### **VISION:**

1. Rural Upliftment through Higher Education
2. National Character Building
3. Youth Empowerment
4. Awareness of Global Trends
5. Comprehensive development of Students

##### **MISSION:**

1. Co-curricular Socio- Economic Development
2. Series of lectures by learned Experts, Coherent Activities
3. Active Participation in Education, Apt Training, Various Amenities
4. Extension Activities
5. Cognition of Contemporary Social, Economical, Political, Educational, Scientific and Spiritual Global Trends

##### **GOALS:**

1. Educational and Socio- Economical Development
2. To build up the National Character of Students

To fulfil the Vision-Mission, the Institute has been promoting quality education to students from the rural area having diverse backgrounds and abilities are admitted. Their individual needs are properly addressed. The governance of the institution is always committed and eager to fulfil all the educational needs of this Institution located in a small town. The Institution believes in the motto that describes in Sanskrit: **Yogah Karmashu Kaushlam**, means to pay utmost attention towards Karma (action) is called Yoga.

The latest ICT tools and requirements needed to enrich the knowledge of teachers and students have been made available here. The Institution ensures the competency of staff and helps the faculty to develop continuously. For this purpose, the Institution encourages teachers for research activities and organizes various training, seminars and workshops. In addition to regular education, highly qualified teachers of this organization are also doing innovative experiments in the teaching-learning process. With a view to develop versatile personality of students, co-curricular and extracurricular activities like cultural, sports, NSS, NCC, seminars, workshops, skill-based training are duly carried out here. Huge physical and academic infrastructure and eco-friendly academic atmosphere are the peculiarities of this institution.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

##### Response:

The Governing authorities of the Board take the lead in the governance and management of the institution. The Managerial Body and Executive committee of the management along with the Principal support day to day functioning of the Institutional administration.

The management inspires the staff members by its personal interaction during get together meetings and motivates the staff to give the best in the teaching assignments. Authority and executive members of Management are always available to guide us for the overall development of the Institute. They encourage and sanction funds to utilize it for different developmental activities of the Institution. They also contribute generously in terms of awards and recognition to the deserving candidates.

The Institute practices decentralization and participative management by constituting Institution level committees and assigning work to different committee members. Each committee is headed by a convener and few members under the chairmanship of the Principal. The official notice is issued along with the guidelines defining the roles and responsibilities of the committees.

Policies and plans are constituted, monitored and evaluated by the Principal and IQAC.

The Principal, , Faculty In-charges, HODs, Management Administrative Secretary and the Various committees implement the plans and policies together.

The staff members participating in the execution of the institutional activities are motivated and good work is appreciated by the authority.

The committees prepare action plans and submit to the principal for approval. The committees carry out the activities and at the end of the academic year; the conveners submit the reports of the work done to the head of the institution.

The students' representatives are also nominated to carry out the co-curricular and extracurricular activities.

Feedbacks available from the students and stakeholders are considered for the improvement of the plans and policies.

The Principal constitutes different committees. These committees are...

- IQAC
- Admission Committee
- Time-Table Committee
- Library Committee
- UDISHA Committee
- Research Committee
- Saptdhara Committee
- Grievance Redressal Committee
- Cultural Committee
- Sports Committee
- Examination Committee
- Anti-Ragging Committee
- NSS
- NCC
- Women Development Committee

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

**Response:**

#### **Perspective/Strategic plan and Deployment**

The Institution follows a formally stated policy. The IQAC comprises of eight senior faculty members.

This committee in consultation with the Principal heads of various departments and as per requirements of NAAC plans and deploys various policies that improve the quality in the institution. The policies and decisions are reviewed at the Principal's meeting with the Heads and corrective measures are taken if need be.

- 1.Regular meetings of the Managerial body and the Principal
- 2.The feedback system (From Stakeholders, Alumni, Staff, Parents and Students)
- 3.Regular visits of the Principal to the departments and interaction with heads of the departments
- 4.Heads of the departments monitor the system of each department regularly. Faculties meet for feedback twice in a semester.
- 5.The Principal of the institute is a liaison between the students and the Management. Infrastructure requirements (Academic, Research, Physical) for the institute are conveyed to the management and the Principal sees to it that they are fulfilled.
- 6.Policies and plans are constituted, monitored and evaluated by IQAC.
- 7.The Principal, Faculty In-charge, HODs and the various committees implement the plans and policies together.
- 8.The institute has developed and established the culture of excellence through the excellent teamwork of the staff under the guidance and leadership of the Principal. As a result, the institution has achieved B Grade in 2nd Cycle. It is a matter of great pride for our institute, which is situated in a rural area. This has brought a major change in the organization in term of physical as well as academic infrastructure. Along with that the psychological transformation of the staff has increased the ability and quality of teamwork.
- 9.Authority and executive members of Management are always available to guide us for the comprehensive development of the institute.
- 10.The committees prepare action plans and submit to the principal for approval. The committees carry out the activities and at the end of the academic year; the conveners submit the reports of the work done to the head of the institution.
- 11.To groom leadership at the student level, the students' representative is also encouraged and nominated to handle the co-curricular and extracurricular activities.
- 12.The Institution holds meetings of alumni association and parents' association on the occasion of Annual Day Function of the Institute. Their feedbacks are sought and implemented too.
- 13.For academic matters, HODs are given full liberty to improve the academic level.
- 14.Physical Director, Librarian, Program officer of NSS, Officer of NCC and conveners of different committees are also independent to perform their duties.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.**



**Response:**

The Managerial Committee of the Trust, consist a President, a Vice-president, Secretary and other members including the Principal. important bodies of the management are the Executive committee and the Academic Council.

The Principal of the institute is a liaison between the Staff-Students and the Management. Infrastructure requirements (Academic, Research, Physical) for the institute are conveyed to the management and the Principal sees to it that they are fulfilled.

The Management has also appointed Administrative Secretary and Faculty I/Cs

for promoting and strengthening the administrative and academic activities.

The HOD of each department leads the academic and administrative work of the concerned department. The HODs are given total academic freedom by the Principal and Management.

The Principal, head of the institution constitutes different committees for the smooth functioning of Administrative, Academic, Extra-curricular and Research Activities.

The Principal constitutes different committees.

- **IQAC** team was restructured to ensure new policies in both co-curricular and extra-curricular activities.
- **Admission Committee** looks after the whole process of admission at B.A., B.COM. and M.A. level with Merit & Reservation Policy.
- **Women Development Cell** has been successful in providing facilities like separate rest-room for women faculty and girls students. carries out the activities like vocational training such as Mahendi, Cooking bakery items, Rakhi making, toys making etc. with the help of Home Science and experts from outside. Moreover, they arrange for the lectures of Gynecologist frequently for the benefit of girls students.
- **Discipline Committee** ensures successful implementation of disciplinary code for students and its faculty.
- **Anti -Ragging Committee** and Grievance Redressal Committee are carrying out their duties regularly. As such there is no issue of ragging reported.
- **Library Committee**
- **The Placement Cell of the Institution (UDISHA)** arranges for inspirational lectures, training for competitive exams, arrangement of job fairs etc.
- **Sapt-Dhara/ Cultural Committee** arranges for the cultural activities in the Institution. They train the students for these activities.
- **Sports Committee** is led by the Physical Director of the Institution. They plan the training sessions and participation of the players at various events.
- **Other committees** like **Time-Table, Examination, Research, Career Guidance, NSS, NCC, Extension** looking after the different activities of the Institute.

The Management of the Institution is visionary and committed. In short, Management monitors the following processes with utmost scrutiny:



- Teaching-Learning Process
- Recruitment
- Promotion of Staff
- Freedom for Academic Development
- Financial Support
- Evaluation of Teachers Performance

The recruitment of the teacher is as per the norms of the UGC, State Government and the affiliated University. The institution working hours are set according to UGC and Government of Gujarat norms. GPF, Casual Leave, Earned Leave, Medical Leave, Maternity leave, etc., have as per rules of affiliated University as well as Government of Gujarat benefited the teaching and non-teaching faculty.

Each and every staff as and when eligible for a promotion by acquiring required qualification and the score as stipulated by the API of UGC norms, the Institution management follows the procedures as early as possible for his / her promotion.

Institute has constituted a **Grievances Redressal Committee**. The Grievance Redressal Committee heading by the Principal works efficiently. This committee discusses the matter with the Principal to solve the problem. The institute has well-defined grievance redressal procedure. Prompt and effective disposal of grievances of various stakeholders is being done.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

**Response:**

**Welfare scheme for Employee:**

The Welfare measures provided by the institute for teaching and non-teaching staff are as under:

- Group insurance scheme for all permanent employee.
- Various leaves are available to teaching and non-teaching staff for example: Vacation leave, Casual Leave, Earned Leave, Medical Leave, Maternity Leave and Paternity Leave.
- For Teaching and non-teaching staff there is a temporary accommodation facility in the Guest Room.
- The class III & IV employees get the facility of Bonus once a year for the festival.
- The class IV employees get the benefit of uniform.
- There is a Registered Co-Operative Credit Society on the Campus, directed and managed by the staff. This credit society provides various services like deposit and loan to its shareholders up to a limit.
- Gratuities, Pension and all other such Government welfare schemes and measures are given to the staff members.
- First Aid Facility on the campus.
- Additional Facility of the Library, computer and laboratory are provided to teachers conducting research.
- Duty Leave is granted to teachers to participate and present papers in seminars.
- Grievance Redressal Cell takes care of the complaints of the students as well as staff.
- **Medical reimbursement Scheme:** It provides refunds for the medical expenditure of employees and their Dependents.
- **Sexual Harassment Policy:** A Women's grievance redressal cell is there for addressing complaints regarding sexual harassment.
- Parking Facility
- Free Wi-Fi facility in the Institution.
- Complete support and assistance is provided to the faculty for pursuing higher studies and Minor and Major Research Projects.
- **Leave Travel Concession:** Subject to rules and regulations, the travelling expenditure of the employees to any place in India is refunded.
- Accidental Death Policy Insurance Scheme for all staff members as well as all the students on campus
- Faculty members are encouraged to take up/join self-development programs/FDP and higher education study.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 33.38

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5	6	13	0	3

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 2.2

#### 6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	2	4	2

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	<a href="#">View Document</a>
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

#### **6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

**Response:** 26.54

##### **6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	1	9	5

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

#### **6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff**

**Response:**

The college has an effective performance appraisal system for both teaching and non-teaching staff. For assessing performance related to teaching, the evaluation indicators are academic excellence gained by the students, learning the outcome of the students and the API scores of the faculty. For non-teaching staff, the indicators are efficiency, economy and time-bound completion of tasks.

## **PERFORMANCE APPRAISAL SYSTEM FOR TEACHING STAFF**

The Institution has a three-level mechanism for appraisal of the performance of the teachers.

### **Teacher's Self-Appraisal System:**

It is a mandatory process for every teacher to have the self-appraisal form furnished by College every year. In this stage, the teacher furnishes the form in such a manner that it sheds light on the activities pertinent to the creation and dissemination of knowledge apart from the teaching-learning process. It also evaluates the involvement of the teacher in the extracurricular and co-curricular activities. Participation in seminars and conferences; presentation of papers in seminars and publication of articles in journals and involvement in extension activities are also assessed at this juncture. The self-furnished appraisal form transfers to the IQAC through HOD. This introspective mechanism equips the teacher to chalk out plans to strengthen the areas to which one is not accustomed.

### **Teacher's Evaluation by Students**

The students get an opportunity to evaluate the performance of their teachers through an online questionnaire on website and Android App. The parameters evaluated in the rating scale. The IQAC and the Principal analyze the analysis report generated. The analysis report is shown to the teacher and the Principal give suggestions for improvement and takes actions if required.

### **Teacher's Evaluation by Authorities:**

The HOD, Faculty I/C, Vice-Principal and the Principal continuously monitor and evaluate the daily work of teacher throughout the year. On the bases of the analysis of the results of University examinations, the Principal tries to judge the performance of the teacher and discusses the matter with the concerned teacher personally. He guides the teacher for improvement in his/her performance

### **Parameters of performance appraisal consist of:**

- Punctuality
- Use of innovative teaching methods
- Completion of syllabus
- Feedback
- Attainment of higher qualifications and participation Research, curricular, co-curricular & extracurricular activities
- Computer literacy and the ability of ICT
- Honesty and Integrity

## **PERFORMANCE APPRAISAL SYSTEM FOR NON-TEACHING STAFF**

- It is mandatory for every non-teaching staff to have the self-appraisal form furnished by the college every year.
- The performance of the non-teaching staff of the college is also assessed through general online feedback form filled by the students, alumni and parents about the college.
- The Principal and Administrative Advisor continuously monitor and evaluate the daily work of

non- teaching staff throughout the year. The parameters of the performance appraisal system for non- teaching staff:

- Punctuality
- Agility
- Discipline
- Honesty
- Dependability
- Integrity
- Reliability
- Technical skill enhancement
- Vertical enhancement of qualification
- The Principal, based on all analysis, give suggestions for improvement to non-teaching staff if find necessary.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

- The accounts are done by Tally software so that the authorities can monitor all the entries. There is a mechanism of checking, rechecking and cross-checking of accounts by the Accountant, Office Superintendent, Management Administrative Secretary and the Principal periodically.
- Besides, an arrangement is made by the management for internal audit at least two times a year by C.A. firm, Rajendra D Shah & Co., Ahmedabad. In the case of spending of UGC grant, there is IQAC, Finance Committee and Library Committee and the Principal along with the Management, is the sole authority to supervise it. It finalizes the purchase of necessary equipment and books of the Institute. All purchases are done through a tender system.
- The state government periodically does an external audit. The grant of state government is finalized only after the audit. The last government audit was done fairly well and there were no major

objections raised by the auditor.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

**Response:** 0.6

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0.50	0	0.10	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

##### **Mobilization of funds:**

The following are the various sources through which the Institution secures funds:

- UGC funds
- Scholarships from central/state governments
- Funding from various Government Heads like Saptadhara, Udisha, Cultural Activities, Women Development, Placement etc.
- Central/State Government funding for NSS and NCC
- University assistance for different activities
- Fees collected from self-financing courses, deposited in the Institution Account

- Contribution from teachers
- Financial assistance from Management
- Assistance from philanthropists
- Gymkhana Fees
- Women's Development Funds
- PG fees
- Library fee
- Sponsored funds

The various systems to look into the effective and efficient use of financial resources are:

#### The Institution Governing Body

- Building Committee
- Planning and Purchase Committee
- Library Committee

#### Utilization Policy:

- Financial resources are available through State Government, UGC and various fees from students which are utilized and monitored by the top management, Principal, Accountant and different committees.
- The State Government provides grants only for the salary of the staff (teaching and non-teaching) working in aided departments.
- Grant received from UGC under various schemes like CPE, Institution Development Grant, Additional Grants, etc. can be used only for the purpose it is granted for.
- Fees from the aided courses are collected under different heads and there is no liberty to divert it for any other purpose. The tuition fees collected is deposited to the Government in the salary grant account. The Institution uses the development fee for different purposes.
- Fees from the courses under SF are the main source of fund for the Institute which is used for the various needs. The major part of it is used for the salary of teaching and non-teaching staff working in the SF departments. Seven teaching posts and half of the non-teaching posts under aided departments are vacant. The management appoints part-time/visiting teachers and non-teaching staff against vacant posts. A part of this fund is used for the salary of part-time teachers and staff.
- The Managerial body and the Principal of the Institute from time to time according to the need of the Institution decide the policy and procedure for resource mobilization. The Purchase Committee decides the policy and procedure for purchasing needed items. Each item is purchased by comparing a minimum of three quotations received from different vendors. The comparative statements of quotations are placed before the Purchase Committee, the Principal and the Management. They all unanimously take the final decision.
- Collection of tuition fees, purchases of materials, books, stationeries, equipment and its maintenance, the payment of bills are done through centralized accounts department. All purchases are done through a tender system. Each and every transaction is supported by the vouchers.
- All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through cheques. Only authorized persons by management can operate the transaction through the bank. Internal Chartered Accountant conducts a financial audit twice in every financial year to verify the compliance.
- The State Government periodically does the external audit. The grant of State Government is



finalized only after the audit.

- The accounts are done by Tally software, so that all the entries can be monitored by authorities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

**Response:**

**Contribution of IQAC to Institutionalize Quality Assurance Strategies and Processes:**

**Development and Application of Quality parameters:**

IQAC has made the faculties and the staff aware of the parameters of quality assessment, and channelize the activities, introduce new models, design the forms as well as maintains records of their activities.

**Creating a Learner-Centric Environment:**

The IQAC undoubtedly took the lead in transforming the learning atmosphere in the campus into a learner-centric one, though the institution functions within the limitations of a traditionally structured curriculum and time-pressed semester examination system. Open Source software package, is utilized as the learning platform or Course/Learning management system. Also motivates teachers to adapt their teaching approaches so that the learning system becomes easy and interesting and the facilities can be utilized more effectively.

**Feedback Response System:**

Every year, under the initiative of the IQAC, the feedbacks on the academic and administrative processes and facilities are taken from the stakeholders. Relevant issues are taken up and appropriate responses and measures are suggested by the IQAC to the Authorities, which sees to the implementation of these in due course of time.

**Enhancement in Curricular, Co-curricular and Extension Activities:**

IQAC aims to organize workshops, seminars, exhibition, competitions aiming at the interaction of the academic and industrial realms, which is hugely beneficial for the teachers and the students. IQAC also emphasizes for increases the involvement of students in Curricular, Co-curricular and Extension Activities.

**Documentation:**

The IQAC meticulously document the participation of faculties and students in various curricular and extracurricular activities. IQAC monitors the departmental documents by providing clear guidelines and documentation materials. Each faculty and department is asked to maintain a record of their academic activities. All the documents are collected by the IQAC at the end of the Year. The activities are reflected in the Annual Report published by the Institution.

**Implementation of Best Practices:**

IQAC is also the nodal agency for co-ordinating and implementing the best practices of the institution. The best practices such as Green Audit, Energy Audit and Academic Audit were conducted on the campus. All the studies were done in a time-bound manner and its recommendations were implemented in the campus. The IQAC convener also headed the Strategic Planning.

**Development of Quality Culture in the Institution:**

IQAC associates closely with the conduct of various programs on the campus and provides guidelines for the Committee/body/ department regarding the organizing of events. IQAC ensures the avoidance of plastic, for instance, and works with the NSS and the NCC in maintaining the Green Protocol. IQAC also makes sure that while new constructions are being done in the campus, the differently abled are kept in mind.

**Preparation and Submission of AQAR:**

Preparation of the Annual Quality Assurance Report (AQAR) based on the guidelines and parameters of NAAC is definitely a prime duty of the IQAC.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

A regular review of teaching learning-procedure plays a vital role in quality assurance of educational institution. The Institution has several mechanisms for evaluating teaching-learning process. At the top of the institutional mechanisms for continuous review of the teaching-learning process is the Principal along

with IQAC. The Department heads and conveners of various committees support this mechanism. Feedback secured from students help to measure effectiveness of teaching. Continuous evaluation of students through regular Unit Tests and assignments strengthen the learning process. Students' progress is tracked through department wise analysis of result. The scrutiny of the academic teaching and behavior of the faculty is conducted by the principal, observing whether academic calendar is duly followed during the semester or not.

The use of Audio-visual aids in classrooms is encouraged and reported. The participation of teachers in syllabus formation, Board of studies, seminars, workshops and Central assessment program is kept in record. Additional exams are conducted by the examination committee for students who are not able to appear or clear in the first attempt. Remedial Coaching is provided to slow learners. The impact of these measures is reflected in rising performances of the students in cultural, sports and extension activities.

Two measures of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are following:

- **Feedback from students:**

The Institution has a clearly set mechanism of obtaining the feedback from the students to improve the performance of the institution.

- a) The Principal and IQAC discuss freely with the students about their experience regarding the institutional performance.
- b) The students are instructed to fill up their feedback forms which are assessed by the Feedback Committee.
- c) The Feedback forms are analysed and the principal as the chairman of IQAC and the Heads give necessary instructions to the faculties or non-teaching staff on the bases of that analysis.

- **Review of the results of Unit Tests, Assignments, and examinations:**

The learning outcomes of the students are measured on the bases of regular Unit Tests taken by each faculty in his/her respective course. The faculty, at the end of the assessment of the Unit Tests, instructs the students for required changes in his preparation.

The students are given assignments to write towards the end of the semester. Every student has to submit his assignments. On the bases of work in the assignments, the students are awarded a portion of internal marks. If the work is not satisfactory or student has not submitted his assignments, the student may lose that portion of his internal marks.

The results of the internal and final examinations are discussed among the Principal and IQAC members. Then, some points of concern are brought to the faculties for further consideration in a meeting of the Principal and IQAC with the faculties.

- **Implementation of teaching-learning reforms facilitated by the IQAC:**

The IQAC in its annual Plan of Action makes several recommendations aimed at bringing about general

improvements in the overall functioning of the College. This includes plans to reform teaching, learning and evaluation. The institution enhanced students centric methods to make teaching interesting. During this period the College launched Three new programs MCom (Accountancy) and M A.(Gujarati and Economics.) To cater to these developments and to attend to the changing requirements, the College has undertaken many steps to reform the teaching-learning process and facilities. These include new Central Computer Lab; new ICT enabled teaching Rooms, Upgradation of Assembly/Seminar Hall.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
- 2.Collaborative quality initiatives with other institution(s)
- 3.Participation in NIRF
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

##### SAFETY AND SECURITY:

1. Our institute is located in rural areas with natural setting; therefore special measures are taken for security and safety. The campus is protected from long compound wall. Security guard is employed 24 hours for the campus.
2. While entering the Institution premises it is mandatory for the students enrolled at this institution to wear the ID card issued by the Institution. This helps to keep a check on the entry of unscrupulous, anti-social elements on the campus.
3. The identity of any visitor to the Institution is first checked by the watchman and then communicated to the Institution office.
4. The campus building is under CCTV surveillance.
5. **Anti-ragging Cell:** Ragging in any form is strictly prohibited inside the Institution campus. The authority of the Institute deals students seriously who indulge in any such activity. Anti-ragging Cell has been established in Institution as per the UGC and plays a vital role in the welfare of the students. The information regarding Anti-ragging Cell is displayed at Institution campus and Institution website also.
6. **Grievance Redressal Cell and Women Development Cell:** All stakeholders including students, faculty members and parents can complain about their grievance to the Principal or to a specially created complaint box. All complaints received are processed, communicated and resolved.

##### Objectives:

- To deal with the complaints of sexual harassment and any other type of harassment of the female students, women staff of the Institution.
- To process all the individual complaints and take immediate suitable action.
- To provide assistance to the In-charge Faculty/Convener for taking preventive steps in the matter of gender discrimination and sexual harassment.
- To review the guidelines for redressal of the grievances as required from time to time, in accordance with those guidelines outlined, issued by the higher authorities.

##### COUNSELLING:

1. Regular teachers of the Institution are appointed as mentors for counseling of students. In the group of two mentors 50 students are allotted. To help them two senior students per group also play the vital role.
2. The institute displays and communicates students the list of Counseling Groups (including Mentor, Senior Students and allotted students) at the beginning of the academic year.
3. Mentors are helpful in students' academic, administrative and personal social problems. They are counseling students from time to time. They also use their expertise to help and guide the students

in their regular study and improve their performance.

#### COMMON ROOM:

- 1.The Institution has provided rooms for socialization along with the requisite facilities. A good hygienic sanitation and rest room facilities are created according to the gender proportions.
2. There is separate washroom for girls students. The facility of special rest room is also available to the girl students.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Link for annual gender sensitization action plan	<a href="#">View Document</a>

#### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

**Response:** C. 2 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

Generation of waste is an unavoidable process in the daily routine of any Institution. Curtailing the generation of waste and the proper disposal or recycling of the waste material is the main concern of the Institution. The Institution authorities with the support of NCC and NSS accomplish the mission of reducing the generation of waste material in the campus. The methods adopted by the Institution to handle waste material graded as solid, liquid and e-waste are as follow:

**SOLID WASTE MANAGEMENT:**

- Each classroom/staffroom/office/library is provided with dustbin, which is regularly emptied. Most of all the solid waste is biodegradable and in the form of leaf and papers which thrown into the dug pit and converted into natural fertilizer by providing a suitable environment.
- The institution follows 'Green Protocol Initiatives' while conducting seminars and other events. Students and faculty are encouraged to use steel lunch boxes.
- Proper maintenance of infrastructure and timely repair of furniture is done to minimize solid waste.
- Used papers and newspapers are sold for recycling.

**LIQUID WASTE MANAGEMENT**

- As ours is an Arts and Commerce Institution, the liquid waste is not generated. But the water that goes wasted from a water purifier and also from the washrooms is disposed of through underground gutters and thereby sent to Municipality purifying units.

**E-WASTE MANAGEMENT**

- Electronic goods are put to optimum use and the life of the electronic items is extended by proper up-gradation and maintenance. The Institution has collaborated with a local service provider for annual maintenance of electronic equipment and disposal of e-waste. Periodic checking ensures that nonworking or old electronic equipment are filtered out and disposed-off properly.
- As such, there is minimum generation of e-waste. E-waste is minimal as the staff and students are not encouraged to use CDs and other temporary e- resources. Most of the information is shared through online or through web and hence the e-waste is minimal.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

**7.1.4 Water conservation facilities available in the Institution:****1.Rain water harvesting**



2. Borewell / Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

**Response:** A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

**Response:** B. 3 of the above



File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>
Certificates of the awards received	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### 7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

**Response:** C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### 7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

**Response:**

Activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

The Institution has made a regular tradition to organize the following activities for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties. It includes various aspects related to National Festivals, Birth/Death anniversaries of the great Indian

personalities:

- **Gandhi Jayanthi** is regularly celebrated by our Institution. This pious day begins with Bhajans of Gandhiji. A quiz is also organised on the life of Gandhiji. The speeches are arranged on Gandhiji's ideals too. The Library department arranges Books exhibition on Gandhiji on that special day.
- **International Yoga Day:** Our Institution ground has been witnessed replete with students on 21st June to celebrate the International Yoga Day. The Institution organizes Yoga Training classes for the students and staff prior to it.
- **International Co-operative Day Celebration ( 2nd Saturday of July )**
- **World Population Day Celebration ( 11th July )**
- **Teachers Day** (5th September) is celebrated on a grand scale in the Institution. The students pay tribute to great teachers by performing the work of teachers for a day. The students handle all the positions of the Institution. At the end of the day, they felicitate their real gurus.
- **National Unity Day** is celebrated on 31st October as the annual commemoration of the birthday of Sardar Vallabhai Patel. Staff and students take the Unity Pledge on this occasion.
- **Bhagvat Gita Jayanti Celebration** ( Magshirsh - Sukla - 11 )
- **World AIDS Day** (1st December): The NSS Department organizes an awareness rally on World AIDS Day. The message about healthy living and the dangers of this deadly disease are conveyed to the society through play-cards and chanting of slogans.
- **National Youth Day** (12th January) is celebrated on the birthday of Swami Vivekananda. Motivational lectures are arranged for students by an expert on the thoughts of Swami Vivekanand.
- **Children's Day** (14 November) Celebration
- **Independence and Republic Day** - flag hoisting ceremony, oath-taking, and motivational speech and live interaction.
- **International Women Empowerment Day** celebration (8th March)
- **International Literacy Day, National Blood Donation Day, World Health Day** celebrated wholeheartedly by incorporating students of NSS, NCC and diverse group of Institute.
- **Gurupurnima** Celebration is one of the unique functions for our students.
- Various Departments of the Institution like of **Gujarati department** celebrates the birth anniversary of well-known Gujarati writers such as Umashankar Joshi, Zaverchand Meghani etc. Similarly the **Department of Sanskrit** celebrates Kalidas Jayanti and Geeta Jayanti every year.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

##### Response:

Our college performs different initiatives by organizing various activities to sensitize students and

employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens.

College has introduced a compulsory paper on the Constitution of India at Bachelor degree level to create awareness and sensitizing the students and employees to constitution obligation. Our Institute is a role model of best governance and democracy. Not only the students and employees but every citizen of the town respects the institution for its contribution to social development. The college is recognized in the vicinity as a 'Center of Social Transformation'. The motto of our institution is '**Yogah Karmshu Kaushalam**'. It shows the dignity of Skills. The Vision and Mission of our Institute is displayed at the entrance of the college and it is clearly visible to all the entrants.

As a part of strengthening the democratic values, college regularly organizes Young Voters' Awareness Campaign, expert lecture on Indian Constitution, International Yoga Day, Legal Literacy, Freedom of expression programmes and visit to the state assembly. Students took voters' pledge on Young Voters Awareness Campaign. Every year Republic day is celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Similarly, Constitution Day also celebrated on 26th Nov every year. Independence day is also celebrated every year to highlight the Indian struggle for freedom and spirit of nationalism.

Our institution had arranged number of programmes covering freedom of expression through which the students can get courage to express them. Every year, lectures of eminent speaker are organized on constitution day to reiterate the significance of the constitution of India. Swami Vivekanand's Birth Anniversary is celebrated every year in our college in the form of Youth Day to create new spiritual morale in the life of our students. The National Unity Day is also celebrated every year in the college on the occasion of Birth anniversary of Sardar Vallabhbhai Patel. On this day 'Pledge of Unity', 'Ekta Rally'. The Voter's Day, had been conducted by the institution from time to time.

College has formed its own Code of Conduct for the employees and students. Students and staff members are informed these code of conduct in Orientation programme of the college at the beginning of every academic year. Expert lectures on various social, economic, literary and ethical values and topics are organized to motivate and nurture a sense of responsibilities and duties among students.

NSS organized the Visit of Old Age Home where students cleaned their rooms, made meal for them and sang *Bhajans* seating among them which created unique bond between the students and the aged senior citizens.

Students also executed a rehabilitation and relief operation in flood affected Alavada Village of Banaskantha district and provided relief material to the needy people. Students raised fund, distributed medical kit, drinking water, cleaned the village streets and schools and restored normalcy in this area.

During the lock down Period of COVID-19 Epidemic Pandemic our institute raised funds for distribution of ration kit, masks along with day today essential items to rural poor persons with contribution of Management and staff.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1.The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** B. 3 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

Activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

The Institution has made a regular tradition to organize the following activities for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties. It includes various aspects related to National Festivals, Birth/Death anniversaries of the great Indian personalities:

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- **International Yoga Day:** Our Institution ground has been witnessed replete with students on 21st June to celebrate the International Yoga Day. The Institution organizes Yoga Training classes for the students and staff prior to it.
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- **Gurupurnima** Celebration is one of the unique functions for our students.
- Various Departments of the Institution like of **Gujarati department** celebrates the birth anniversary of well-known Gujarati writers such as Umashankar Joshi, Zaverchand Meghani etc. Similarly the **Department of Sanskrit** celebrates Kalidas Jayanti and Geeta Jayanti every year.

File Description	Document
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

**7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**

### Response:

The institution is consciously aware of social responsibility. In order to meet various goals, the institution forms various holistic programs, among which, the following two are salient in consideration:

## **BEST PRACTICE-01**

### **TITLE: COMPREHENSIVE DEVELOPMENT PROGRAMS:**

### **OBJECTIVES OF THE PRACTICE:**

#### **Aims and Objectives:**

1. Education is not the only means for the overall development of students, as because they need mental as well as physical growth too.
2. The core objective of comprehensive and extensive program aims at the personality developments of the students along with study, through cultivation of liberal spirit.
3. The students who are awakened towards the burning problems of socio-political and economic issues can understand Nation and World in its true sense which in turn will improve them towards leadership quality too.
4. Woman empowerment is another core edge for the total development of Girls students.

### **THE CONTEXT:**

The Institution has copious Extension and development Programs not only for Students but also for the Staff members too. The main aims of the Extension development Programs for Students are to bring out them from the four walls of the Institution campus and to make them expose towards the social strata of Indian Villages. In order to make students aware their hidden talent and skills of student extension activities are quite necessary. The main aim of the extension, development programs are to measure up the talent and skills hidden inside the students of the Institute and University. "Service to humanity is service to God." The Institution keeps this motto invariably implement while arranging Extensive, development services.

The Institution has number of students' strength coming from various places rural and urban areas possessing various skills. Our Institution provides them a platform for their overall personality development. The Institution invites guest lecturers to provide knowledge of their subjects as well as on the other subjects too. Students under guidance of the teachers organize various social awareness and well informative programs off the campus. The Students' orientation program is such a useful expression that plays plausible and essential role related to teaching learning skills in order to motivate students to think out of box and to solve the problems they usually face during their study.

In order to promote research activities into practice, the staff members are offered financial support for paper presentation in seminars, workshops and conferences. Besides, they are also provided Duty Leave for that. These research activities of teachers; invariably leaves long term best impression on the inquisitive minds of the students.

### **THE PRACTICE:**

The students in this Institution come mainly from surrounding rural areas. They are raw diamonds who can be moulded into jewels. If this power is not channelized properly, this national asset can go wasted. There is need to pay proper attention to them. After the admission to the Institution, interested students are invited to Institution ground. Physical Director of the Institution filters the students as per their capacity, past record and choice. The Institution has also formed a committee for sports, which, along with the

Physical Director of the Institution, takes care of the requirements. The students are given coaching by the Physical Director and support staff. Different indoor games like Wrestling, Judo, Carom and Chess and outdoor sports like athletics, cricket, volleyball, hockey, kho-kho, kabaddi, football, handball and many more are taught to the students in a formal way. The Institution has been keeping pace with the latest inventions in the field of sports and has always tried to maintain the standards of equipment up to the mark. Moreover, the awareness of sports and discipline is cultivated among them. Apart from these traditional sports, Yoga is given utmost importance in this Institute. The main aim of Sports committee is to prepare sports persons who can express themselves at State, National and International levels and to inculcate the spirit of Discipline, Determination, Commitment, Confidence among the players to contribute to the progress of society and thereby the nation. It gives ample facility to develop brotherhood among different class and creed of the society. To groom mentally and physically strong youth with the help of Yoga and to make aware the present fashionable generation which have forgotten age-old slogan of "Health is Wealth". Moreover, the excessive attack of technology has made this generation away from sports and Yoga. They are not aware of the benefits of a healthy body and strong mind. In addition to it, an activity of sports is something more than simple entertainment. It contributes to all round development of a individual's personality. Now-a-days, there are ample job opportunities for the players who have remarkable performances under his/her belt. Unemployment is a huge problem of our society. In such condition, students can earn jobs in different services. A good disciplined player has better chances of becoming a good leader. The Institution intends to prepare such a sound generation. Yoga has not been paid that much attention as it should have been. Yoga not only makes the man physically but also mentally strong. It is also a good sport and now becoming famous in international circles.

#### **Blood Donation Camps:**

1. The Institution organizes Blood Donation Camps at regular intervals. The last event of Mega Blood Donation Camp held on January 2020 was interlinked with two other programs. The schedule of the trio events included:
2. (a) The Mega blood Donation Camp,
- (b) All Disease Diagnose Camp and
- (c) Plastic – Free Drive

The salient features of these multiple camps are following:

Trio Programs in Arts & Commerce Institution, Chanasma...

"Nima Memorial" Gram Vikas Trust, Ruppur - Chanasma successfully organized three programmes simultaneously.... 1) Mega Blood donation Camp 2) Free Diagnosis for all types of diseases and 3) Plastic Free Drive. The function was inaugurated under the Chairmanship of Padmshri Dr. K. K. Patel (Nirma), the President of the trust. The function was headed by the chief guest Mr. Anand Patel (IAS), Collector, Patan. Both the dignitaries delivered memorable speech to the audience related to the incidents. The programs were organized for the welfare of Rural People of North Gujarat. The Mega Blood donation camp aimed to help the army, needy pregnant women and children. The blood units marked 555, which is largest remarkable milestone for this rural area.

#### **EVIDENCE OF SUCCESS:**



1. In course of time, the callow students have been cultivated towards the essential goodliness of life. They have tried to understand the truthfulness of life quite slowly, but that's the right path they have trodden with.
2. To understand health, hygiene and to maintain it with the regular practice of exercise, games and yoga is an ideal stage for student life and that true ideology the students have brought into their practice.
3. It's high time now to accept women empowerment and their status as equal to Man counterpart. The Institute highlighted this aspect and it has successfully been driven home to its stakeholders.
4. Blood Donation Program proved unique for the collection of 555 bottles of blood for the service of Army, Needy pregnant Women and Children.

#### **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:**

- Sometimes the responses from the students for such extensive, development programs are not encouraging and supportive in the initial stage. It is difficult to bring the students to such training classes after their regular class because of low frequency of transportation. The students from our town turn up in big number but the strength of girl students from remote villages still need to be guided positively. No financial problems were encountered in carrying out all the activities mentioned above. The major problem that the institute encounters is the availability of students for this class. As these classes are generally held in the noon or evening time, it is difficult to attract more students from the society. But Institution found out remedy for that too. The interested students were allowed to take freedom during the Institution hours for time being.
- For Blood Donation, sometimes people were not voluntarily willing. So they were positively persuaded and guided.

#### **Resources Needed:**

1. Co-operation of Staff members
2. Financial Assistance from Management
3. Instruments for Physical exercise
4. Usage of Home Science Laboratory

#### ***BEST PRACTICE-02***

#### **TITLE: WOMEN EMPOWERMENT**

#### **OBJECTIVES OF THE PRACTICE:**

#### **Aims and Objectives:**

1. To create an environment of comprehensive social awareness and consciousness among the students, staff members and surrounding communities for the need of 'Women Empowerment'.
2. To provide an opportunity to girls students to actively involved in this mammoth task.
3. To suggest plans for women empowerment among the students, staff and community
4. To uplift women to a level equal to men
5. To enable women for job and thereby self-dependent



6.To prepare them for healthy competition to the male counterpart

## **THE CONTEXT:**

- The State of Gujarat has still been remained underdeveloped in the matter of development of women because it has more or less remained a backward state up till now.
- The poverty is so dominating a force that education, development and empowerment of women have been a far off thought.
- The students are the best representatives to inculcate this change into the society.
- Condition of women in certain areas of North Gujarat is pitiable
- Women are seen as objects of man's subjectivity

## **THE PRACTICE:**

Several steps have been taken to meet the above mentioned goals:

- 1.To create holistic awareness among the students, staff and community about the need to women empowerment Institute creates and caters ample events. It makes the Institution Girls students to have an opportunity to actively involve in this mammoth task. This awareness suggests plans for women empowerment among the students, staff and community. To uplift women to a level equal to men, to enable women for job and thereby self-dependent. To prepare them able for healthy competition to the male counterpart. The State of Gujarat has been lagging behind in the matter of development of women because it has more or less remained a backward state up till the advent of 21st century. The poverty is so dominating a force that education, development and empowerment of women have been a far off thought. Therefore it is imperative to take initiatives to guide such deprived half of the society to a path of progress. The students are the best representatives to inculcate this change into the society. A course on Beauty Parlour Skills is frequently run by Home science department of the Institution. A short-term course on Preparation of Bakery Items is held every year. Training of Chocolate Making, bakery items and Cooking is conducted on regular bases. A lecture was organized on safety measures to be taken by the housewives in case of accidents. Our Home science department is active enough to make the girl students participated and got trained in the activities like sewing art, embroidery art, mahendi, beauty parlour tricks, Rakhi band making etc. Many girl students have started making their livelihood on the bases of the skills developed in this program. Sometimes the response from the students for such courses is not encouraging. It is difficult to bring the students to such training classes after their regular class because of low frequency of transportation. The students from our town turn up in big number but the strength of girl students from remote villages still have difficulty to cope up with.

## **Evidence of Success:**

- Many girl students have started making their livelihood on the bases of the skills developed in these programs.
- Some of Girls students of this class who have skilled themselves, professionally started their services to the society in the form of Beauty Parlours.
- The new entrants of these courses were unable to operate the sewing machines but, by the end of the course, they have become able to sew a dress independently.

**Problems Encountered and Resources Required:**

- The response from the students for such courses is not encouraging
- It is difficult to bring the students to such training classes after their regular class because of low frequency of transportation
- The students from our town turn up in big number but the strength of girl students from remote villages still need to be guided positively.
- No financial problems were encountered in carrying out all the activities mentioned above.
- The major problem that the institute encounters is the availability of students for specific class. As these classes are generally held in the morning, it is difficult to attract more students from the society.
- It is equally difficult to arrange for the expert trainers every time.

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.3 Institutional Distinctiveness****7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words****Response:**

The vision of the Institution aims at attaining excellence of students in academic world and preparing them to face the modern challenges to inculcate the skills and values necessary to succeed in real life and above all making them responsible citizens and real human beings with the quality of compassion and love. Our Institution library carries out certain activities which seem to reflect the vision and mission of the Institution. In the present world of extra-curricular techno-savvy generation, the library is the best learning resource in all higher educational institutions. The role of library can be more effective with some innovative edge added to it. With the vision of providing students more opportunities to get acquainted with the world of knowledge and information our Institution has always given priority to the promotion of enlargement of Institution library. To cater to the needs of students and scholars and provide them services to their satisfaction has been our main objective. The richness of the library is such that it helps the students not only in their studies but also their career development. The Library is rich and copious in terms of books and E-books, a lot of audio, video material, Previous Question Papers etc. The library facilities are extended, along with the Institution students, to the students belonging to other Institutions, research scholars and external students of the university, alumni of the Institution and citizen of the town. There are computers with internet and printer facility available for the students in the library too. Many poor students are benefitted by this facility. Thus our library provides reference services for learning and research like Computerized Issue Return Service, Reference and Information Service, Internet Service, Printer and Download service, Photocopy service etc. The facilities like INFLIBNET and N-List make our library quite useful. Moreover, every year library arranges different programs to create interest and

enthusiasm among the students for books and for the active use of library. Such programs include book exhibition, Vanchan Shibir (Reading Workshop), lectures etc. Vision of providing students more opportunities to get acquainted with the world of knowledge and information is fulfilled by an extra activity called Vanchan Abhiyan. In this activity, the librarian and some faculties meet with the interested students frequently and discuss the books they have read. Sometimes, the faculties suggest certain books to the students. The students read those books and discuss them in this regular meeting. Thus, library and its adjacent activities try to reflect the vision and mission of the Institution in its true sense.

The Institution provides a very good platform to the students who seek achieve something in sports. Sports are an inevitable part of any institution. In our Institution students are interested in many games such as badminton, tennis, basketball, kabbadi, volley ball etc. The students participated at inter Institution; inter university and zones level and secured prestigious rank as well as championship in different competitions.

Frequent Blood donation camps, regular Rural Educational Up-liftman programs through Village adoption activity and Daily Prayer before starting the study, Active teaching learning process, Students' awareness programs for Competitive Examination as well as the information about the provision of Job opportunities etc. are other distinctive performances the Institution keeps at regular intervals.

In the wake of COVID-19 worldwide pandemic, Our Institution has distributed 200 Ration kits & Masks to Poor, Widows and needy people in adopted village Khorsam and nearby villages of Chanasma Taluka in the presence of our Management Secretary M. J. Patel, Principal Dr. R. N. Desai and IQAC co-coordinator Dr. A.S. Gami. An approximate 1 lakh rupees expense is bare by Principal and All Staff members. Distribution is made by NSS Unit Programmed Officer Dr. J. V. Patel and 10 Volunteers on the Date: 8-9 April, 2020 with Permission of Mamalatdar and Taluka Development Officer of Chanasma Taluka.

## Highlights:

- The Institute is positive enough towards students' centric approach. Its proved through the evident of our sports' student Mahipal N. Rathod (MA-Sem-3- 2017-18) Who got injured during University's Handball Boy's Tournament held at Pata,n the University Place and was given rupees 48618/- (through rigorous efforts made by our Principal Dr. R. N. Desai and Physical Director Dr. K. B. Patel) for medical treatment expenditure through university provision.
- Even the employees of our institute are quite cooperative philanthropic and patriotic. The evident is obvious. One of staff member Mr. V. G. Darji ( Computer Programmer ) donated all the money rupees 80000( Eighty thousands) which he received as a gift in his son's marriage on 25/02/2019 to "BHARATVEER FUND" for the help of scarified soldiers of Pulvama(J&K) Attack by terrorists.
- Our Institute helps students at the time of any accidental adversity or calamity. It has been proved when one of our girls students Shantaben D. Thakor (B.com-sem-5 RII No: 64 2018-19) injured during the NSS camp (26/12/2018 to 01/01/2019) at Khorsam Village of Chanasma taluka. She was immediately provided medical treatment along with needed economic help through the college authorities.
- Our Teaching Staff too is highly cooperative to cater students' help related to academic, social and economical needs. to count a few examples: The teachers of Home Science Department Dr. V. M. Chaudhari and Dr. V. C. Patel regularly provides economic help to the need students of their department in from of tuition fees and Lab. practical fees.

File Description	Document
Link for appropriate web in the Institutional website	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

NAAC

## 5. CONCLUSION

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### Additional Information :

#### Highlight:

In the wake of **COVID-19** epidemic pandemic our institution consistently and steadily continued its academic pursuit through online mode of teaching learning and evaluation on the platform of MS-Team and MS-Form (License copy provided by KCG/Govt. of Gujarat) for the comprehensive growth of our rural students. In the lock down period online classes were regularly engaged for CIE online assignments were arranged, MCQ test were organized along with evaluation. Social media ( WhatsApp, Face Book, You Tube, Google Forms, Blogs etc.) were highly used for dissemination of knowledge and materials.

#### Various thrust areas of the institution:

- Quest for excellence with emphasis on quality education
- Fostering and rewarding research
- Cultivating global competence among students
- Promoting the use of technologies
- Inculcating value system among students
- Promotion of transparent and participatory governance
- Promoting innovative practices to help realize the institution's mission as an agent of social transformation
- Empower students to contribute towards the nation's development

### Concluding Remarks :

The institution made unprecedented progress in the quality education and infrastructure level over the last few years. The institution has been accredited with B+ Grade in 1st Cycle in 2007. NAAC reaccruited the Institution in 2nd Cycle by B Grade in 2015. KCG regularly sanctions various grants for Saptadhara activities, placement activities and vocational courses are arranged through the collaboration with RUSA.

The overall performance and the status revealed from the above self-analysis report clearly indicate that the institution has a bright future. The NAAC reaccruited, we are sure, will boost up the spirit of our Institution at the other higher level. The stage of reaccruited is an impetus for our zest in the qualitative education. The journey of education spreading and social upliftment is still on. In the constant changing context of world scenario, the core values laid down by NAAC will remain our prime goal, in pursuit of perfection. We do expect further guidance, motivation, inspiration, suggestions, if lacking in our efforts, from expertise of NAAC Peer team. That would surely lead us towards new vision, insight for exploration of the possibilities of further quest for excellence.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p><b>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</b></p> <p>1. <b>Academic council/BoS of Affiliating university</b> 2. <b>Setting of question papers for UG/PG programs</b> 3. <b>Design and Development of Curriculum for Add on/ certificate/ Diploma Courses</b> 4. <b>Assessment /evaluation process of the affiliating University</b></p> <p>Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: B. Any 3 of the above</p>																				
1.2.3	<p><b>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</b></p> <p>1.2.3.1. <b>Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>50</td><td>50</td><td>55</td><td>55</td><td>48</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>45</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Remark : input edited as per provided data and metric 1.2.2</p>	2020-21	2019-20	2018-19	2017-18	2016-17	50	50	55	55	48	2020-21	2019-20	2018-19	2017-18	2016-17	45	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
50	50	55	55	48																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
45	0	0	0	0																	
1.4.2	<p><b>Feedback process of the Institution may be classified as follows:</b></p> <p><b>Options:</b></p> <p>1. <b>Feedback collected, analysed and action taken and feedback available on website</b> 2. <b>Feedback collected, analysed and action has been taken</b> 3. <b>Feedback collected and analysed</b> 4. <b>Feedback collected</b> 5. <b>Feedback not collected</b></p> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: B. Feedback collected, analysed and action has been taken Remark : input edited as per provided document. feedback link is not provided by HEI</p>																				

2.1.2

**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)**

2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
467	439	373	236	277

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
388	391	339	236	277

Remark : Input edited as per the documents submitted in clarification.

3.3.3

**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

3.3.3.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12	24	06	14	15

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
03	02	01	03	05

Remark : input edited as considered only ISBN number's books. web link not provided for same

3.4.2

**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

3.4.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	00	00	0	0

Remark : input edited as provided document. appreciation certificate not considered as award

**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

**3.4.3.1. Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
23	113	81	50	50

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
23	23	23	29	24

Remark : input edited as provided document

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**

**3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
999	1726	1514	2152	1356

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
999	1166	979	862	1056

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

**3.5.2.1. Number of functional MoUs with Institutions of national, international importance,**



**other universities, industries, corporate houses etc. year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	0

Remark : input edited as per provided document

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)****4.1.3.1. Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 7

Answer after DVV Verification: 1

Remark : input edited as per provided document .

**4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)****4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1.399	1.124	0.984	1.313	1.17

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.344	1.069	0.924	1.24	1.17

Remark : input edited as provided document

**5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years****5.1.1.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
870	805	455	340	428

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
891	738	455	340	428

Remark : input edited as provided document. no any year wise list found

5.1.2

**Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

**5.1.2.1. Number of students benefitted by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	324	131	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	321	131	0	0

Remark : input edited as provided document

5.1.4

**Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	76	947	357	325

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

Remark : input edited as documents are not authentic and details are not valid

7.1.6	<p><b>Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:</b></p> <ol style="list-style-type: none"> <li>1. Green audit</li> <li>2. Energy audit</li> <li>3. Environment audit</li> <li>4. Clean and green campus recognitions / awards</li> <li>5. Beyond the campus environmental promotion activities</li> </ol> <p>Answer before DVV Verification : A. Any 4 or all of the above          Answer After DVV Verification: B. 3 of the above          Remark : Any three may be considered (SL. No.3,4 &amp;5)</p>
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## 2.Extended Profile Deviations

Extended Form Deviations

ID	Extended Questions																				
1.2	<p><b>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>581</td><td>581</td><td>541</td><td>541</td><td>541</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>582</td><td>582</td><td>540</td><td>521</td><td>521</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	581	581	541	541	541	2020-21	2019-20	2018-19	2017-18	2016-17	582	582	540	521	521
2020-21	2019-20	2018-19	2017-18	2016-17																	
581	581	541	541	541																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
582	582	540	521	521																	
1.3	<p><b>Number of outgoing / final year students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>384</td><td>280</td><td>278</td><td>307</td><td>467</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>396</td><td>391</td><td>343</td><td>339</td><td>465</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	384	280	278	307	467	2020-21	2019-20	2018-19	2017-18	2016-17	396	391	343	339	465
2020-21	2019-20	2018-19	2017-18	2016-17																	
384	280	278	307	467																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
396	391	343	339	465																	
2.2	<p><b>Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>50.75</td><td>75.00</td><td>19.98</td><td>156</td><td>168</td></tr></table> <p>Answer After DVV Verification:</p>	2020-21	2019-20	2018-19	2017-18	2016-17	50.75	75.00	19.98	156	168										
2020-21	2019-20	2018-19	2017-18	2016-17																	
50.75	75.00	19.98	156	168																	

2020-21	2019-20	2018-19	2017-18	2016-17
83.63	78.71	67.29	60.81	57.63

- 2.3 **Number of Computers**  
 Answer before DVV Verification : 55  
 Answer after DVV Verification : 36

NAAC